

VAN SANT MANUAL  
OF  
MUNSON SHORTHAND

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# Van Sant Manual of Shorthand

BY  
ELIZABETH VAN SANT

LYONS AND CARNAHAN  
CHICAGO NEW YORK

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## PREFACE

The Munson system of phonography possesses many advantages over other systems. It is governed largely by general rules, and has few exceptions.

It was the first to abandon the corresponding style of writing and to teach but one form for the amanuensis and the court reporter. This one change in the method of presentation, apart from all other improvements which have been made, has saved an immense amount of time and labor on the part of learners. The student learns at first the best form for every word and phrase, instead of being taught one form and afterwards having the double task of forgetting that form and learning a new one for the same word or phrase.

The method of adding hooks has also been much simplified. The old and cumbersome method of reversing certain stems when hooks are added has been abandoned, and every stem has been made subject to the same rules as regards the joining of hooks, circles and loops, as well as halving and doubling.

The rules of phrasing are not only simplified but amplified, and instead of learning a long list of arbitrary phrases, general rules are given which enable the writer to form an indefinite number of rapidly written and legible phrases without taxing the memory with special forms.

Legibility is one of the strong points of the Munson system. Every word is expressed by a shorthand outline, and nothing is left to the imagination of the reader. Careful provision has been made for words that are likely to conflict.

Legibility without speed would be of little practical value in the severe tests to which shorthand is subjected, not only in court and legislative reporting, but in many kinds of amanuensis work. The Munson system has for years been acknowledged one of the most rapid systems in existence. It has produced some of the most rapid writers ever known in this country.

In placing another shorthand text-book upon the market it is believed that there is room for a text prepared by teachers who are familiar with the difficulties of learners. The forty lessons covering the principles of the system presented in this book are the outgrowth of a method of teaching which has been used for many years in the school conducted by the authors. The lessons were remodeled from time to time until the statements

of rules are made so clear that they can be easily understood by students.

The following are some of the special features of the book:

In stating principles and rules, illustrative words are given in the body of the text instead of in separate lines or paragraphs. The advantage of having each rule or principle immediately supported by illustrations will be apparent to every instructor.

Word-signs, which form so essential a part of every system, are introduced a few at a time throughout the series of lessons, and are used in the reading and writing exercises. Upon the completion of the study of the principles the student is familiar with about 225 of the more frequently used word-signs, as well as with a large number of their derivatives.

Phrasing is introduced in the early lessons, and as each principle of word-building is explained its application to phrasing is also explained. The result is that the student learns to join words in phrases as naturally as he joins stems in forming words. This result can not be reached where the student is obliged to proceed for several weeks with his study of shorthand before taking up the principles of phrasing.

There is nothing in the entire book to be unlearned. No word is used in the exercises until the principles governing its formation have been thoroughly explained. No group of words is given until they can be phrased exactly as an advanced writer should phrase them.

The principles of each lesson are fixed in the mind by reading and writing exercises which involve all the principles of the lesson. As these exercises are not keyed, and as they also involve a frequent review of principles previously taught, they furnish an excellent test of the student's knowledge of the principles.

The matter comprising the reading and writing exercises consists of sensible, grammatical sentences and business letters.

Word-signs and derivatives are given in the same list, and are arranged conveniently for both study and reference. The "Words Distinguished" are alphabetically arranged so that the form for any word can be quickly ascertained without reference to the other words of the same group; at the same time a reference is given to the group in case further information is desired.

The book is completely indexed. This will be appreciated by teachers who have worked with poorly indexed books.

ELIZABETH VAN SANT.



## LESSON I.

### STRAIGHT STEMS—VOWELS Ā AND Ō.









**Phonography** is based on phonetic spelling. A word is written in phonography exactly as it is pronounced, regardless of the spelling. Thus, the word *though* is written *thō*; *rough* is written *rūf*; *edge* is written *ēj*; *sleigh* is written *slā*.

**Consonants** are represented by straight lines and by quarters of a circle written at different angles. They are made light to represent light or whispered sounds, and heavy to represent loud or spoken sounds. The consonant outlines are called *stems*.

Phonographic signs represent definite sounds, and not letters, which may have several sounds. The words *came*, *king*, *character*, and *quay* (pronounced "key") begin with the same sound, which in each instance is represented in shorthand by the stem K; *gem* and *jail* have the same initial sound, which is represented in shorthand by the stem J.

**Length of Stems.**—Stems should be made not over three-sixteenths of an inch long. The heavy straight stems should be uniformly shaded from the beginning to the end.

#### STRAIGHT STEMS.

LIGHT.		P	as in pay	HEAVY.		B	as in buy
		T	as in take			D	as in day
		CH	as in check			J	as in joy
		K	as in key			G	as in gay



## LESSON II.

## CURVED STEMS—HEAVY VOWELS.

Sixteen consonants are represented by quarters of a circle. The following diagrams illustrate the formation of four of these curved stems:

LIGHT.



HEAVY.



CURVED STEMS.

LIGHT.



F as in fine

HEAVY.



V as in vine



SH as in show



ZH as in azure

The heavy curved stems are shaded by increasing the pressure of pen or pencil to the middle and gradually diminishing to the end.

**Vowel Positions.**—Vowels have three positions in relation to the stem, as follows:

First position, at the beginning of the stem.

Second position, at the middle of the stem.

Third position, at the end of the stem.

The second-position vowels ( $\bar{a}$  and  $\bar{o}$ ) given in the preceding lesson are also included in the table below.

HEAVY VOWELS.

First position.

 $\bar{a}$  as in calm $\bar{a}$  as in all

Second position.

 $\bar{a}$  as in may $\bar{o}$  as in no

Third position.

 $\bar{e}$  as in be $\bar{o}$  as in boot

In studying the vowels be careful to give the correct sound to each. To illustrate: The first-position heavy dot represents the sound of *a* as heard in the word *calm*. By spelling this word phonetically, or by sound, *k ä m*, it will be found that the vowel sound is *ah*. The

first-position dash represents the sound of *a* as heard in the word *all*. By spelling the word phonetically, *a l*, it will be found that the vowel sound is *aw*. Each word should be carefully analyzed in this way.

**Positions of Consonants.**—Consonant stems have three positions in relation to the line. Upright stems in the first position are written with the lowest point half the height of the stem *T* above the line; in the second position they touch the line; in the third position the line divides them in the middle. Horizontal stems in the first position are placed the height of the stem *T* above the line, in the second position just above the line, and in the third position just below the line. The following illustrates the positions of stems:

First position.	
Second position.	
Third position.	

If a word has but one vowel, the stem is written in the position of that vowel. If the vowel is first position the stem is written above the line and the vowel at the beginning of the stem; if the vowel is second position the stem is written on the line and the vowel at the middle of the stem; if the vowel is third position the stem is written in the third position and the vowel at the end of the stem, as follows:

First position.	pa	<i>p ā</i>		ought	<i>a t</i>		caw	<i>k a</i>	
Second position.	bay	<i>b ā</i>		owed	<i>ō d</i>		Coe	<i>k ō</i>	
Third position.	be	<i>b ē</i>		to	<i>t ō</i>		coo	<i>k ō</i>	

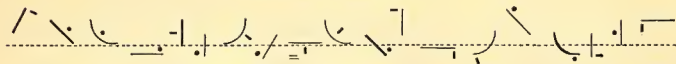
In reading a word in phonography the phonetic spelling is followed, giving to each stem or vowel the sound it represents, and not the name of the letter. Thus, the word *each* (*ē ch*) is read *ē ch*, the sounds being exactly those heard when the word is pronounced very slowly.

In placing the dash vowels with curved stems let them point



towards the center of the circle of which the curve is a part; as  
 foe, shoe, show. Vowels outside the curve of F or V are read before the stem, and vowels inside the curve after the stem; as, eve, fay, fee.

## READING EXERCISE.

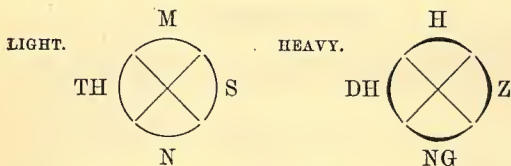


## WRITING EXERCISE.

fee	Vey	Shea	tea	Key	boo
Shaw	pshaw	shoe	awed	awk	too
oaf	shay	paw	daw	taw	aught

## LESSON III.

## CURVED STEMS (continued.)



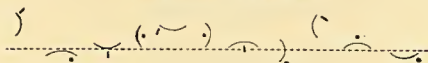
## CURVED STEMS.

LIGHT.	TH as in think	HEAVY.	DH as in they
	S as in say		Z as in zone
	M as in me		H as in high
	N as in no		NG as in sing

The sound of *th* in *think* is not the same as the sound of *th* in *they*. To distinguish, the name "TH" is given to the stem representing the

whispered sound heard in *think*, and the name "DH" to the stem representing the heavier sound heard in *they*.

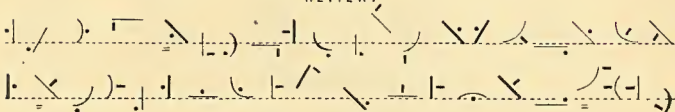
## READING EXERCISE.



## WRITING EXERCISE.

maw	may	hoe	though	thaw	nay
ma	oath	thee	ease	Zoo	neigh
say	so	ooze	hay	moo	no

## REVIEW.



## LESSON IV.

## LIGHT VOWELS.





The short vowel sounds are represented by light dots and dashes, as follows:




## LIGHT VOWELS.



First position.	ä	as in at	ö	as in hot
Second position.	ē	as in met	ū	as in up
Third position.	ĩ	as in bit	oo	as in book

Practice the following words:

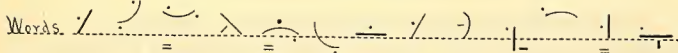
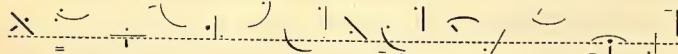
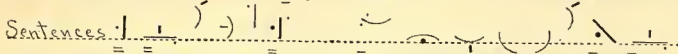
edge	ēj	us	ūs	egg	ēg
add	ād	etch	ēch	if	īf
it	īt	ash	āsh	off	ōf

**Accented Vowels.**—When a word contains several vowels the shorthand outline is written in the position of the accented vowel. The syllable which will bear the greatest force without materially disturbing the correct pronunciation of the word is the accented syllable, and the shorthand outline should be placed in the position of the vowel contained in that syllable; as,  obey,  ado,  Amy,  ashy.

**Concurrent Vowels.**—When two vowels occurring together precede or follow a stem, the one sounded nearer the consonant is written next to the stem and the other a little farther away; as,  payee,  bowie,  Owen.

**Imperfect Vowel Expression.**—Phonography does not provide for accurately expressing all shades of vowel sound. For example, there is no vowel sign that exactly represents the initial sound of *a* in such words as *ago*, *away*, etc., or the final sound of *a* in such words as *era*, *idea*, etc. These sounds are represented by the light dot in the first position; thus,  ago,  Emma.

## READING EXERCISE.

Words   
  
 Sentences 

## WRITING EXERCISE.

essay	eddy	up	Effie	Etta	Noah
easy	assay	inn	Ada	Opie	Addie
abbey	itchy	Otto	Emma	Joey	Otoe

Each day they tow in eighty. Otto may add it up. They say they know Eddie Mayo. They saw no hay.

## LESSON V.

## CURVED STEMS (concluded)—STEMS WRITTEN UPWARD.

The following list contains the curved stems not previously given:

LIGHT.



HEAVY.



## CURVED STEMS.

LIGHT.

L as in lie

HEAVY.

Y as in you

R as in oar

W as in we

R as in ray (duplicate sign for R)



**Stems Written Upward.**—Two stems in the table above are written upward, L and the straight R. The remaining consonant stems, including the curved R, are written downward.

**Distinction Between Ch and Upward R.**—Ch is written downward at an angle of sixty degrees, and the straight R is written upward at an angle of thirty degrees; thus, Ch, R. Care must be taken to write these stems with correct slant, as otherwise they will sometimes cause conflicting outlines.















**Upward and Downward R.**—When not joined to other stems, upward R is used if *r* is the first sound in a word; as, row; but where the sound of *r* is preceded by a vowel downward R is used; as, oar.















**Vowels with Upward Stems.**—With stems written upward (L and straight R), first-position vowels are placed at the beginning or bottom of the stem, and third-position vowels at the end or top of the stem; as, all, ill, raw, rue.



















**Vowels Modified by R.**—When *r* follows a vowel it modifies the sound of the vowel, and no attempt is made to express this modification by a separate vowel sign. The sound of *a* followed by *r* in such words as *air*, *fair*, etc., is represented by the light first-position dot; as,  *air*. The vowel sound in such words as *err*, *sir*, *world*, etc., is represented by the light second-position dash; as,  *err*.

## READING EXERCISE.

Words:              

Sentences:              

## WRITING EXERCISE.





lay	lee	or	ray	ell
we	woo	ye	yea	Lowe









They see no way in. Assay all ore on quay at Erie. Joe Lee saw it all. Ray Lowe may array all at law.

## LESSON VI.

## DIPHTHONGS.

**Diphthongs** are compound vowel sounds, and are represented in shorthand by the following characters:





First position.  i as in my  oy as in boy  ow as in vow  
Third position.  ew as in few





Diphthongs are always written exactly as shown regardless of the direction of stems to which they are placed; as,  by,  shy,  joy,  coy,  vow,  cow,  Jew,  cue.





## LESSON VII.

## THE S-CIRCLE.











The sound of *s* at the beginning of a word and the sound of *s* or *z* at the end of a word or stem is represented by a small circle. It is placed on the right-hand side of straight stems written downward, on the upper-side of K, G, and upward R, and on the inside of curved stems. When placed at the beginning of a stem it must be read first; when placed at the end of a stem it must be read last; as,  stay,  sup,  pace or pays,  loose or lose.

A vowel can not be read before an initial circle or after a final circle. If a word begins or ends with the sound of *s* the circle is used, but if it begins or ends with a vowel the stem is used; as  seem,  assume;  race,  racy.

**How to Make the S-Circle.**—In making the s-circle at the beginning of a stem, the first motion of the pen should be in the direction of the stem to which the circle is attached; in making the final circle the last motion of the pen should be in the direction of the stem. Avoid curving straight stems to which circles are attached.






"X" is represented in shorthand by "ks"; as,  ax,  sex.







Practice the following words containing circles:








 maze    ages    loss    songs    six  
 sieve    use    ashes    suits    sleighs

**Word-signs.**—Many common words are represented by abbreviated outlines called *word-signs*. A word-sign usually contains some prominent element or elements of the word which it represents, and is, as a rule, placed in the position of the accented vowel. The same sign is sometimes used for two or more words, usually different parts of speech, which are readily distinguished by the connection in which they are used in a sentence.

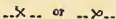






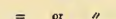


Learn the following word signs:

WORD-SIGNS.	ELEMENTS AND POSITIONS.
 as, has	S-circle in the first position.
 is, his	S-circle in the third position.
 an, and	Light dot in the first position.
 a	Light dot in the second position.
 the	Light dot in the third position.

**Fourth Position.**—A word represented by an upright or slanting stem may be written wholly below the line, or in “fourth position,” to indicate that it is preceded by the word *to* or *too*; as,  to be,  to say,  too sad,  to rise,  to lose,  too few.

Words represented by horizontal stems are not written in fourth position, the word *to* or *too* being in such cases represented by the stem T; as,  to know,  to seek,  to guess,  to annoy. The following word may sometimes be joined; as,  to me,  too soon,  to seem.

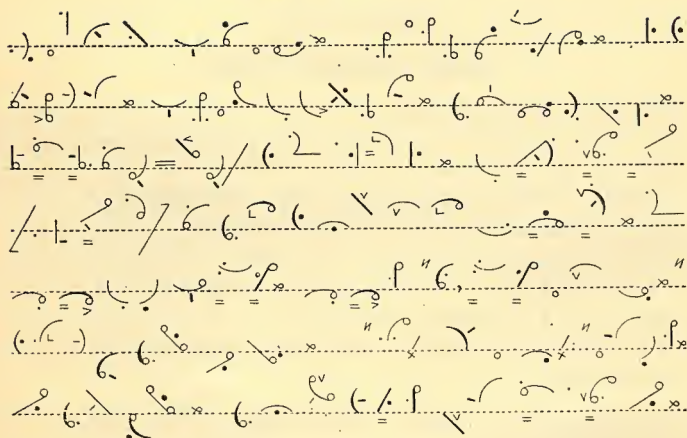
**Punctuation Marks.**—Except as shown below, the punctuation marks used in phonography are the same as those used in print:

Period,	 or 	Exclamation,	
Interrogation,		Dash,	
Parentheses,		Quotations,	
Hyphen,	 or 	Paragraph,	

In rapid writing it is not possible to insert many punctuation marks. A period may be indicated by leaving a space of about an inch.



## READING EXERCISE.



## WRITING EXERCISE.

eats	those	abuse	scenes	to cause
hours	seeds	ox	muse	to soothe
base	shoes	oars	eggs	to efface
toys	sap	suffice	suit	to amuse
knows	joys	skies	solace	to sit
arouse	gas	echoes	rice	to rouse
nice	signs	soils	guise	to choose
adds	poise	thus	sung	to sneeze
guess	woes	slice	to show	to stow
said	voice	noise	to my	to sag
seed	sacks	solo	too sunny	to fuse

My safe has no key. The case has two sides. This sum is due in May. They show some office sales each day. The boys ate rice and pie. Emma arose and sang two solos. Otto knows few joys. She may lose this suit.













## LESSON VIII.

## JOINING CONSONANT STEMS.

When the consonant outline of a word consists of two or more stems, they are joined one after the other until the outline is completed, and the vowels are then inserted.

**Position of Outlines Consisting of More Than One Stem.**—The first upright or slanting stem of a consonant outline is written in the position of the accented vowel. If an outline consists entirely of horizontal stems, the first stem is written in the position of the accented vowel, and the other stems follow.

The following illustrates the position of outlines containing more than one stem:






First position.		untie		outgo		acme
Second position.		Aetna		unto		sunk
Third position.		induce		Sidney		ink
Fourth position.		toimbue		to subdue		to ask





## WRITING EXERCISE.



Write the following words in shorthand, placing each in its proper position:

Edna	oddness	endow	asp	entice	unshoe
ask	Andes	Sanco	into	isthmus	inveigh
Sunday	sank	Estey	Ismay	envy	Santa
inch	impose	enjoy	invoice	ark	singe
emboss	ensue	obtuse	auntie	sunk	icehouse
Sigma	safety	unsew	encase	Eskay	Ashby
unwise	undue	siuk	subdues	imps	imbue

**Vowels and Diphthongs between Stems.**—Vowels and diphthongs between stems are written in accordance with the following rules:
















All first-position vowels and diphthongs and heavy second-position vowels (*ā* and *ō*) are placed with the stem which precedes; as,  pack,  calm,  dime,  make,  joke.

All light second-position vowels and all third-position vowels and diphthongs are placed with the stem which follows; as,  cup,  team,  fume,  tube.



When two vowels or a vowel and a diphthong occur together between two stems, the first is written with the preceding stem and the second with the following stem; as,  poem,  Niobe.




## EXERCISE.


Write and insert the vowels in the following words:

 palm    couch    tooth    talk    depth  
 beg    dike    faith    peach    tobacco  
 nap    cage    took    thick    cake

**R and L Joined Initially to Other Stems.**—When R or L is the first stem in an outline consisting of two or more stems the following rules generally govern the direction in which the first stem is written:

If *r* is the first sound in a word, the upward R is used; as,  reap,  rake. When upward R is followed by another stem it may be written more nearly upright than when standing alone, and will not conflict with CH, which is always written downward.

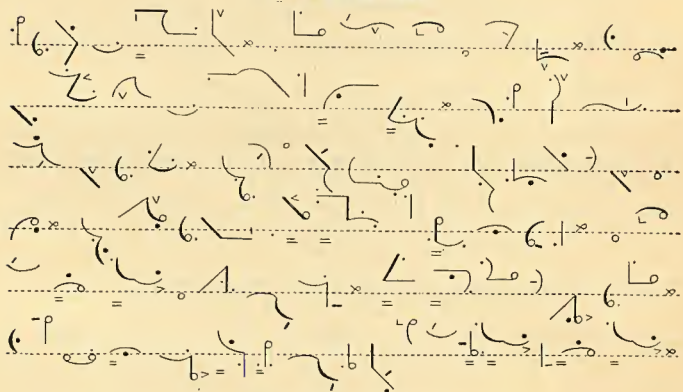
If *r* is preceded by a vowel, the downward R is used; as,  ark,  herb,  arena.

If *l* is the first sound in a word, the upward L is used; as,  latch.

(More specific rules for the use of upward and downward R and L will be found in Lessons XX., XXI., and XXII.)

**Phrasing.**—Two or more words are sometimes joined, and the outline thus formed is called a *phrase*. The first word of a phrase, if it contains a stem, is written in the position it would occupy if standing alone; as, { at this, { they may be, { this day.

## READING EXERCISE.



## WRITING EXERCISE.

coach	cap	moving	spicy	gassy	effigy
big	cheap	escape	sickness	sinking	uncouth
fume	bake	enjoying	argue	richness	if they
veto	ship	enemy	bouquet	infuse	in this
tape	beach	chimes	inches	joking	in case
pick	dumb	aside	sandy	sadness	take up
theme	orb	repose	speech	fussy	to talk
nook	ripe	thumb	shook	annex	to this





They said they saw James shipping matches. Edna may-be away Sunday. Ship this rice in sacks to-Topeka. Roy saw my baby lay it on-this box. She may see me some-day at-my office. The lady ate ripe tomatoes and peaches. The launch is sailing up Moose Lake. It-may-be my box they saw in-this ditch.











## LESSON IX.





## THE S-CIRCLE BETWEEN STEMS.




The following rules are to be observed in writing the s-circle between stems:

Between straight stems with no angle at their junction the circle is written on the same side as when attached to a single stem; as,  outside,  cask,  decide,  tacit.

Between straight stems with an angle at their junction the circle is written on the outside of the angle; as,  desk,  risk,  task,  dispose,  expose.

Between a curved and a straight stem the circle is written inside the curved stem; as,  design,  dismay,  music.


Between two curved stems the circle is generally written inside the first; as,  losing,  amusing. In a few words, however, curved stems are so joined that the circle, if written inside the first stem, would prevent the joining of the second. Such words are therefore written with the circle inside the second stem; as,  facility,  misuse.


**Vowels With Medial Circles.**—In an outline which contains a circle between two stems, the vowel which precedes the sound of *s* is written after the first stem, while the vowel which follows the sound of *s* is written before the second stem; as,  beside,  resign,  Tuesday. The rules given in Lesson VIII apply only when a vowel occurs between two consonants represented by stems.

**Order of Reading.**—If an outline begins with an s-circle, read the circle first, then any vowel or vowels that precede the stem, next













the stem, then the vowel or vowels that follow the stem, and lastly the s-circle, should one follow; then proceed to the next stem and read in like order. If an outline ends with an s-circle the circle must be read last. A vowel can not follow a final s-circle.





**"Now," and "New" or "Knew."**—There are many words of which N is the only stem, and it is necessary to provide specially distinctive word-signs for *now*, and *new* or *knew*.

*Now* is made by writing N in the first position and attaching the first part of the diphthong *ow* to the end of the stem; thus,  *now*.

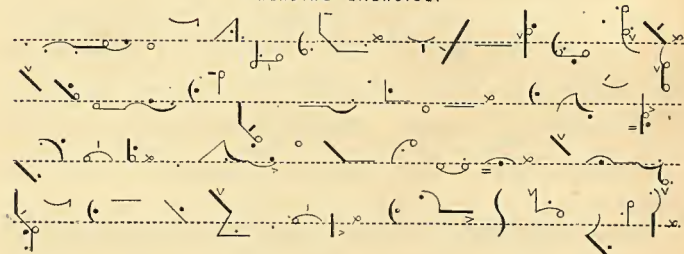
*New* or *knew* is made by writing N in the third position and attaching to the end the lower part of the diphthong *ew*; thus,  *new*, *knew*.

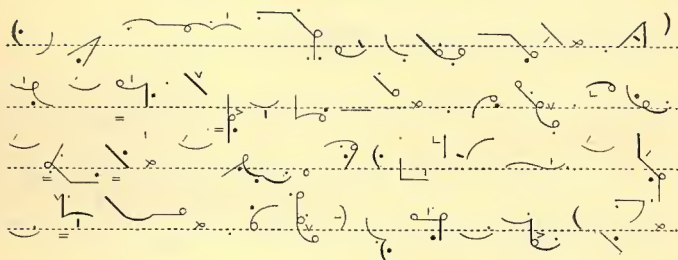
## WORD-SIGNS.

 that	 shall	 can
 them	 should	 come
 was	 now	 could, kingdom
 these	 new, knew	 become

The s-circle may be added to word-signs to form plurals and possessives of nouns, and the third person singular of verbs; as,  kingdom,  kingdoms, kingdom's;  come,  comes.

## READING EXERCISE.





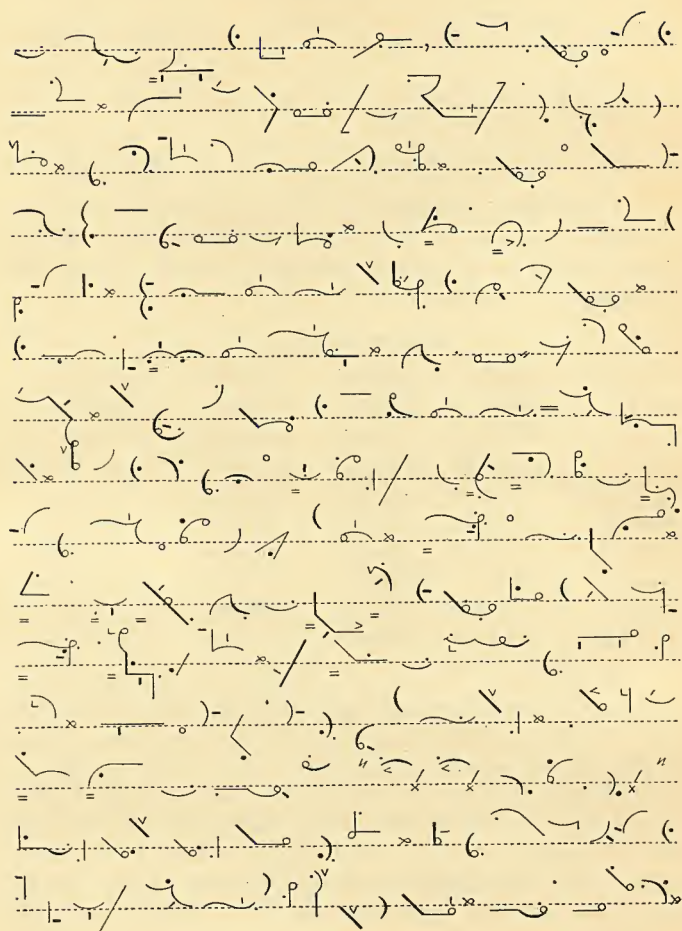
In the sentences contained in the writing exercises words connected by hyphens are to be "phrased," or written together. Words written in the fourth position, such as *to see*, *too low*, are regarded as phrases.

## WRITING EXERCISE.

rousing	Busby	egotism	looseness	poisonous
hasty	gasp	decency	Shasta	business
visage	abusive	impassive	amassing	exceed
disk	audacity	hostess	insanity	shall be seen
Chesapeake	baseness	expose	dishonesty	should be
causing	capacity	specify	massive	that was
chasm	accusing	passing	irksome	could they
arising	bask	mask	excuse	in this case
outset	chastise	effusive	offensive	at some
exciting	deceive	disuse	Pacific	to become

My pass came some-days-ago. They seem to-be ready now to-take-up this-case. The kingdom should enjoy peace if-these laws pass. If-those packages come today lay them on-my desk. Since buying my new house they-may decide to-move into it. A dispatch came announcing that-they took passage to-Cuba. Should Judge Day decide to-dismiss the case nothing can-be-said. She may come to-me if she desires advice. The bank was too-hasty in taking this check. Anna is scheming to-save enough to-buy a desk. Nothing could now induce me to-disobey. The custom house is on Nevada Avenue.

## REVIEW.



LESSON X.

HALF-LENGTHS.

A stem may be made half-length to indicate that the sound of *t* or *d* follows; as, made, packed, dodged, left.

An s-circle at the end of a half-length is read after the *t* or *d* which is added by halving; as, acts, notes, admits.

A vowel can not follow a final half-length. When a word ends with a vowel, or with a vowel followed by *s*, the stem T or D must be used; as, meadow, lofty, lettuce, notice.










**Positions of Half-Lengths.**—An upright or slanting half-length stem occupies the position of the lower half of the full-length. A horizontal half-length occupies the same position as a full-length.










First position. tight yacht might invite  
Second position. bait vote gate kept  
Third position. cheat boot neat footing










**Rules Governing Use of Half-Lengths.**—A half-length stem is never joined to a full-length stem unless the two form an angle or are connected by a circle or other means of indicating where the junction occurs. Where the junction is not clearly indicated the stem T or D must be used; as, looked, cooked, vacate. Where two stems curve in opposite directions, however, one may be halved; as, named.







Although there is no angle formed by the joining of the stems M and P, as in the word map, half-length P or B may be written after the stem M by forcing an angle, or accentuating the point of junction; thus, mapped, imbed.











The two upward stems, L and R, when beginning words are made half-length if followed by the sound of *t*, but if followed by the sound of *d* the stem D is used. This distinguishes many words which would otherwise have the same outlines; as,  let,  led;  right,  ride;  wrote,  rode. When *s* precedes L, however, the half-length is used, even when *d* follows; as,  sold,  sealed,  soiled.

In forming words with half-lengths, no attempt is made to follow the syllabication of the ordinary print. For example, the word *optic* is written  opt-ic, instead of op-tic; *detach* is written  det-ach, instead of de-tach; *potato* is written  pot-ato, instead of po-ta-to. A word ending with *-ted* or *-ded* is usually so divided as to halve the final stem, even though the word from which it is derived ends with a half-length; as,  indicate,  indicated;  accept,  accepted;  act,  acted.







**Half-Lengths in Phrasing.**—Words of frequent occurrence which are expressed in shorthand by a simple stem may be halved to add *the, it or to*; as,  in the,  to the,  if the,  on it. The practice of halving to add *to* is limited to a few common phrases; as,  ought to be. *Its* or *it is* may be added by halving the stem and adding the s-circle; as,  that its,  in its,  if it is,  though it is.


When *that* follows another word in a phrase, it is made half-length to avoid conflict with *they* or *them*; as,  on that,  on them;  as that,  as they;  by that,  by them.

**Fourth Position is not Used with Half-Lengths**, or with words whose first upright or slanting stem is a half-length. In such cases the word *to* or *too* is represented by the stem T; as,  to indiet,  to meet,  to let,  to meditate.



















**Variability of the First Position.**—A first-position horizontal stem beginning a phrase may be raised or lowered half the length of the stem T to allow the second stem to retain its position; as,  on this,  on those,  on the back,  can be.

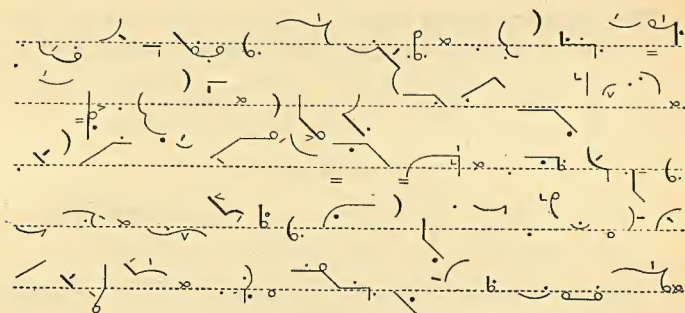
WORD-SIGNS.

 are, our  because  immediate  
 recollect  spoke, special-ly  speak

When a word is divided by a hyphen in the lists of word-signs accompanying these lessons, the sign may represent either the entire word or the portion preceding the hyphen. Thus, the word-sign  in the list above may indicate either *spoke*, *special*, or *specially*.

READING EXERCISE.

Words:                     



## WRITING EXERCISE.



fitness	soundness	expect	repeats	if it
mobbed	asked	expected	vetoed	by its
shouting	estimate	undue	puts	that the
descent	smoked	unmade	thoughts	in that
neatness	decayed	rate	Scott	to invite
insect	matched	wrought	asset	on its
instead	shoot	bait	benumbed	to get
visited	light	baited	invaded	on the top
slept	lighted	liked	on the	to meet
innocent	lied	affect	up to date	if it is













Our road is making low rates to-the South. They expect to-locate in-this immediate vicinity. They recollect leaving both deeds lying on-the desk in-the office. The lots are specially adapted to-this use because-they abut on-the alley. They spoke about buying some lots on-the East Side if-they can get them. They speak in-this message about leaving on-the boat today, reaching Chicago Sunday. They visited the Scott estate on Cape Cod. The estimate on-the job was too-low. Up-to-date our agent has received no estimate. Though innocent she was sent to-the Tombs. The army invaded the camp and routed the enemy. They asked us specially to-meet them if-they came in by boat and take-them to-the depot.

## LESSON XI.

## BRIEF CONSONANTS.

**Breves** are small signs used either as duplicate signs for consonants or to represent words. They consist of dashes written at different angles, and of small semicircles opening in different directions. They are made one-fourth the length of a consonant stem.



**-Oid.**—For convenience in oral instruction, names have been given to these breve signs. The termination *-oid*, from the Greek, signifies a likeness or similarity. When joined to the name of a consonant stem it signifies a dash or semicircle written in the direction of such stem and possessing its characteristics. Thus, the sign  is given the name "Boid" because it is like B;  is called "Moid" because it is like M. The following is a list of the principal breves with their names:



 Poid	 Boid	 Toid	 Doid
 Choid	 Joid	 Roid	 Koid
 Moid	 Noid	 Thoid	 Soid

The names given in the table above have no relation to the sounds for which the breves stand, but are used simply to save time in designating them.

**Breves for W, Y, and H.**—The consonants W, Y, and H, in addition to the stems, are represented by breve signs, which may be used in any part of an outline to secure briefer forms or better joinings.

The sound of *w* may be represented by Thoid or Soid ( or .

















The sound of *y* may be represented by Moid or Noid ( or .





The sound of *h* may be represented by Toid or Koid ( or .





As each of the consonants *w*, *y*, and *h* is represented by two breves, when joined to stems the one is chosen which makes the better join-












ing, as shown in the following words:





 watch	 yankee	 haughty	 unhook
 woods	 youth	 heath	 unhitch
 week	 yellow	 hawk	 dogwood
 weep	 yam	 hymn	 bewitch



The breve-h is written upward before the stems N and NG, and sometimes before K and G; as,  honey,  hang,  tomahawk,  mahogany.

**W Followed by T or D.**—Words of one syllable consisting of the consonants *w* and *t* are represented by the stem W made half-length; but if the final sound is *d* the breve-w and the stem D are used. This makes a distinction between words which would otherwise have the same outline; as,  wait,  weighed;  wit,  weed.

**Breve-w for "way" and "Away."**—The breve-w may be joined finally to add the syllable *-way*; as,  pathway,  hatchway,  roadway. The same breve may occasionally be used for the word *away*; as,  put away,  take away.

**Breve-y Used as a Vowel.**—Breve-y is sometimes used to represent the vowel *u* when it forms a distinct syllable; as,  Utica,  unique,  insinuate.  occupied.

**Initial Wh.**—The sound of *h* preceding *w* in such words as *white* and *wheat* may be represented by breve-h; as,  white,  wheat,  whisk. Breve-w may sometimes be used instead of the stem; as,  whiff. In printed words the *w* is placed first, but the aspirate *h* is sounded first and is so represented in phonography.

An s-circle may sometimes be joined to breve-w; as,  swift,  byways.



## WORD-SIGNS.

| had, dollar    | did    \ plaintiff  
 | defendant    | part    \ opportunity

## READING EXERCISE.

Words:






















Sentences:




## LESSON XII.

## BREVE WORD-SIGNS.

In addition to their use as duplicate signs for consonant sounds, breves are used as word-signs, as shown in the following list:


 or 	how	Toid or Koid	 with	Thoid
 or 	he	Toid or Koid	 I	Roid
 or 	him	Doid or Koid	 of	Roid
 or 	you	Noid or Moid	 have	Joid
	what	Soid	 owe, oh, O	Joid
 or 	would	Soid or Thoid	 who, whom	Joid
	without	Thoid	 as, has	
	when	Thoid	 is, his	


*How* when used as a final syllable is represented by the stem H; as,  somehow.

*He* when standing alone is represented by Toid, and in phrases by either Toid or Koid.

*Him* when standing alone is represented by Doid, and in phrases by either Doid or Koid.

*You* when standing alone is generally represented by Noid in the third position, but Moid may be used if preferred.

*Your* when standing alone is represented by the stem Y in the third position to distinguish from *you*. *Your* in phrases is represented by the stem Y, or by Moid or Noid. *To you* and *to your* are both represented by the stem Y in the fourth position; thus,  to you, to your.

*Yours* is written .

*Would* when standing alone is represented by Soid in the third position, and in phrases by either Soid or Thoid.

*I* when standing alone is written upward, and in phrases either upward or downward.

*Of* when standing alone is written upward, and in phrases either upward or downward.

*Have* when standing alone is written downward, and in phrases either upward or downward.

*Owes* is written ..△..

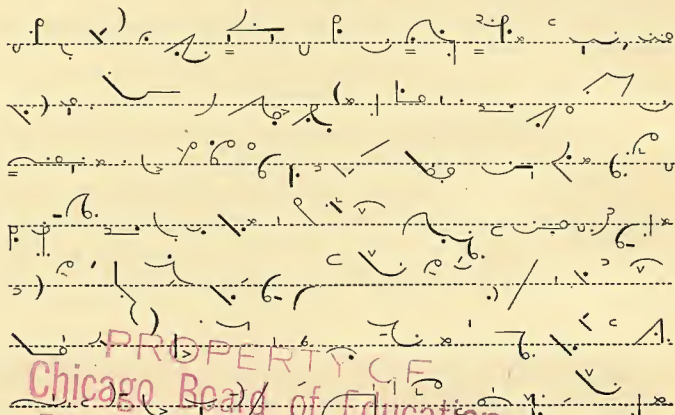
*Who* and *whom* are generally represented by the breve, but occasionally where the meaning of the sentence makes it necessary to distinguish between these words, the stem sign may be used for *whom*.

*Whose* is written ..g..

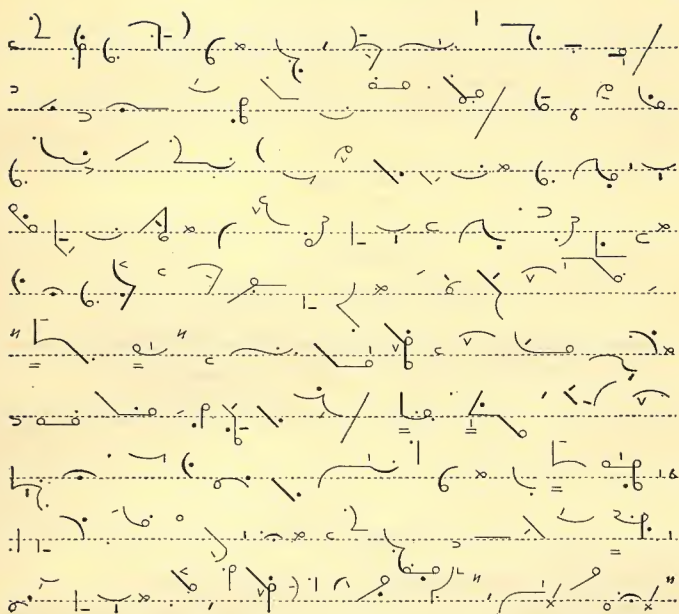
**Enlarging Semicircular Breves.**—The word *would* may be added to the breve-sign for *you* by enlarging and slightly elongating it; thus, ..U.. or ..π.. you would.

The words *you* and *your* may be similarly added to any word represented by Thoid or Soid; as, ..... without you-r, ..△.. when you-r, ..ε.. with you-r, ..... what you-r, ..γ.. would you-r.

#### READING EXERCISE.



PROPERTY OF  
Chicago Board of Education  
ENGLEWOOD HIGH SCHOOL



## WRITING EXERCISE.

Though they owe this-tax they refuse to-pay it. Yours with copies of deeds and notes is received. I sold both lots and invested all-the money in Utah. Your wages this week are to-be paid by-check. What books would-you advise us to-take on-the voyage? Would notice left at-the office today reach Sandusky Tuesday? His message does-not say how or when oats are to-be shipped. Have all checks and cash ready to-take to-the bank when-you leave, if-it-is-not too-late to-make deposit. All whom they invited came at-the hour named. The receipt would show what sum he paid on-the note. A fee is added to-the tax if new receipts have to-be made out. "Lakewood"—our new homestead in-the South—is about ready



to occupy. If they chose him without knowing his capacity, how can they expect him to succeed? Some who seemed to be in need of aid a few weeks ago have now left us. What few lots are left ought to be put on sale with my Maywood Avenue lot on Wednesday.

### LESSON XIII.

#### BREVES JOINED TO BREVES.

**Breve Word-Signs Used Only in Phrasing.**—The following breves are used as word-signs only when joined in phrases:

$\overset{c}{\dots}$ or $\overset{p}{\dots}$	we	Thoid or Soid	Written $\curvearrowright$	when standing alone.			
$\backslash$	an, and	Poid	"	$\dots$	"	"	"
$\backslash$	a	Poid	"	$\dots$	"	"	"
$\dots$	the	Roid or Choid	"	$\dots$	"	"	"
$\overset{u}{\dots}$ or $\overset{o}{\dots}$	your	Noid or Moid	"	$\curvearrowleft$	"	"	"

The breve for *a*, *an*, or *and* is generally written downward, but may be written upward when it joins more conveniently.

Two forms are given for *your* and for *we*; and the one should be chosen which makes the better joining.

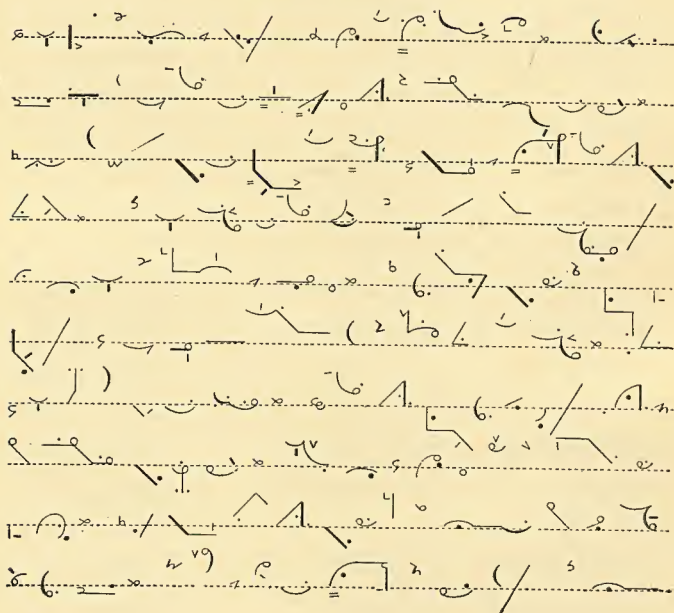
**Breve Word-Signs Joined.**—When two or more breve word-signs are joined in a phrase, the first breve retains its position.

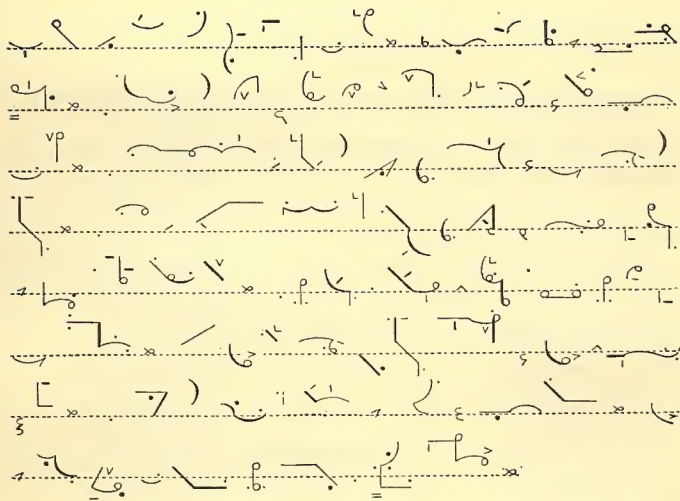
The following is a list of the more common phrases consisting of breves. It will be noticed that the same form is sometimes given for two or more phrases. These will not conflict in use, as the meaning of the sentence will always indicate which is intended. It is not necessary to memorize the phrases in the list. If the breve word-signs given in Lesson XII. and the breve word-signs used only in phrases, given above, have been thoroughly learned, the student should be able to form the phrases without reference to the list.

⁴ and a-n	ḥ and without you-r	⁵ I would
ᵛ and as	ⁱ and you-r	⁶ is a-n
⁷ and as a-n	ᵉ as a-n	⁷ of a-n
ᵑ and as he	ᵑ as he	⁸ of him
ᵛ and has	ᵒ as I	⁹ of his
⁷ and has a-n	ᶜ have a-n	¹⁰ of the
ᵑ and has he	ᶜ have I	¹¹ of what
⁷ and have	ᶜ have the	¹² of whom
ᶜ and have a-n	⁵ have we	¹³ of you-r
⁷ and have the	ᶜ have you-r	¹⁴ owe a-n
ᵛ and his	ᵉ has a-n	¹⁵ owe him
ᵛ and I	ᵑ has he	¹⁶ owe the
ᵛ and is	ᵇ he has	¹⁷ owe you-r
⁷ and is a-n	ᵈ he has a-n	¹⁸ what a-n
ᵑ and is he	ᵇ he has the	¹⁹ what he
ᵛ and of	ᵇ he is	²⁰ what is
ᵛ and of a-n	ᵈ he is a-n	²¹ what is a-n
ᵛ and of the	ᵇ he is the	²² what is the
⁷ and the	ᶜ how a-n	²³ what is your
ᶜ and when	ᵇ how has	²⁴ what would
ḥ and when you-r	ᵈ how has a-n	²⁵ what would a
⁷ and who	ᵇ how has the	²⁶ when a-n
ᶜ and without	ᵛ how I	²⁷ when he
ᶜ and without his	ᵛ how the	²⁸ when his
⁷ and without the	ᵇ how you-r	²⁹ when is

when is a-n	with a-n	without the
when is your	with him	without whom
who has	with his	would a-n
who has a-n	with the	would he
who has the	with whom	would the
who is	without a-n	would we
who is a-n	without him	you a-n-d
who is the	without his	you and I

## READING EXERCISE.





## WRITING EXERCISE.

What-would-a load of wheat like-this weigh? Have-you-the names and ages of-the heirs at-law? Let me know when-the goods are checked with-the invoice. The evidence showed how-the deed was intended to-be executed. He-is satisfied with-the receipts of-the business up to-this-date. What-is-the date of-the lease, and-have-you noted it on-the books? A notice was posted today showing when-the bids are to-be submitted. Would-he sell his house without-the lot on-the east, and if-so how-would-he expect to-receive his money? What goods have-we received since Tuesday and-when can-they be put on sale? What-is-your motive in adding to-the weight of-the load when-the roads are so bad? He-has some good books with-him and-he expects to-buy a few when-he gets to-Chicago. What-would you expect me to-say to-the judge if-the case was reached when-you are absent? The book was left with-the office boy and-he said he-would show it to-you when-you came in.

## LESSON XIV.

## BREVES RETAINING POSITION WHEN JOINED INITIALLY TO STEMS.

Part of the breve word-signs when joined initially to stems must be kept in the position assigned to them, and part of them may be taken out of their regular position when joined initially to stems, thus leaving the word represented by the stem in its own position.

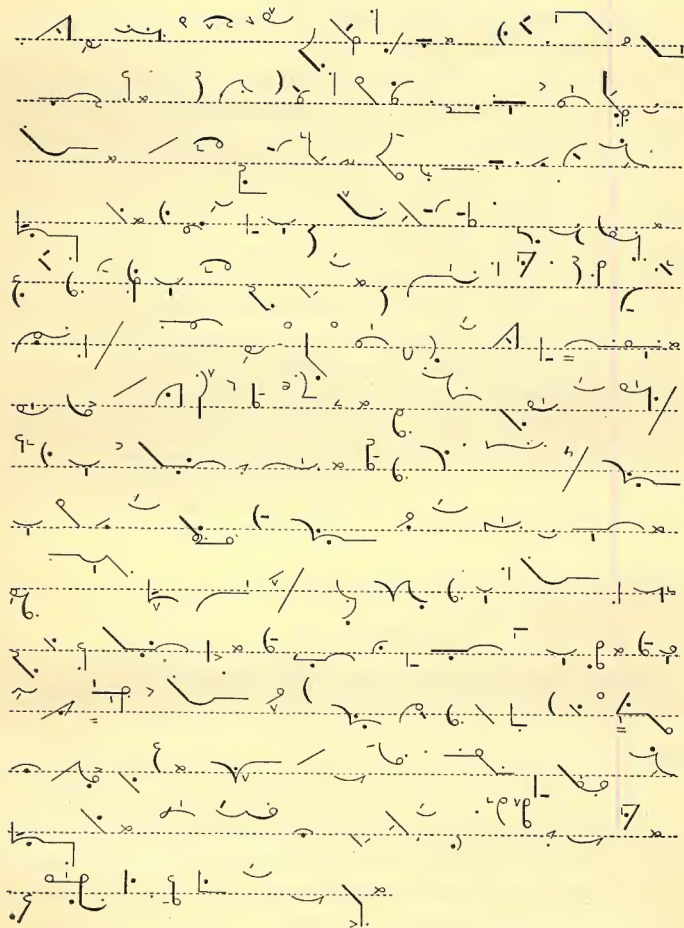
The breve word-signs which retain their position when joined initially to stems are *have*, *how*, *his*, *is*, *who*, *without*, *when*, *with*, *what*, and *would*, as shown in the following phrases:

✓ have our	who was	with them
have us	who said	with each
have not	without date	with it
how soon	without doubt	what it
how many	without it	what day
how came	without those	what date
how had	without this	what was
his own	when they	what right
is this	when this	would be
is not	when those	would say
who came	when it is	would take
who may	when such	would not be

Before the stems M, H and upward L, *we* and *would* are represented by the stem W in the third position, because the breve-w does not join conveniently; as, we look, we may, we made, would make, would like, would leave.



## READING EXERCISE.



## WRITING EXERCISE.

Is-this lease ready to-be signed? How-soon are these goods to-be shipped? Let me know when-they decide to-receive bids. With-such incentives they ought to-make good headway. Have-our baggage ready and take-it to-the depot with-you. The receipt showed how-much was city tax and how-much fees. When-such sales are made without notice the law deems them void. They would-like to know how-many boats are to-be in this week, and on what-days they-may-be expected. He-has shipped all his-own wheat East by boat and-is now buying ours. My son, who-was in Mexico a few weeks-ago, expects to be in-the-city today. They thought when-they reached this roadway the cottage would-be in sight. His messages have-not come, and he-has without-doubt sent-them to-the wrong house. They notified us how-much baggage they-had with-them and we-sent teams to take them out to-the camp. What-was bought in-the autumn is-not to-be sold now when-such high rates are being made to-cities in-the East.

## LESSON XV.

## BREVES LOSING POSITION WHEN JOINED INITIALLY TO STEMS.

The breve word-signs which lose their position when joined initially to stems are *a*, *an*, *and*, *as*, *has*, *he*, *I*, *of*, *we*, *you*, and *your*.

























The breve-sign for *he* is written upward before N; as, *he* knows.






The breve-signs for *I* and *of* are written downward before S, Z, SH, ZH, M, H, W, and the curved R, and upward before other stems.

*I* is written upward before K and G to distinguish from *he*, which is downward; as, *I* came, *he* came, *I* got, *he* got.

The breve-sign for *the* is never used initially.




The following list of phrases illustrates the use of breves which lose their position when joined initially to stems:

 a lease	 he can	 we could
 a receipt	 he could	 we shall
 and am	 he needs	 we need
 and said	 I am	 you might
 and leave	 I expect	 you leave
 as if	 I need	 your notice
 as good	 of such	 your recent
 has become	 of some	 your note

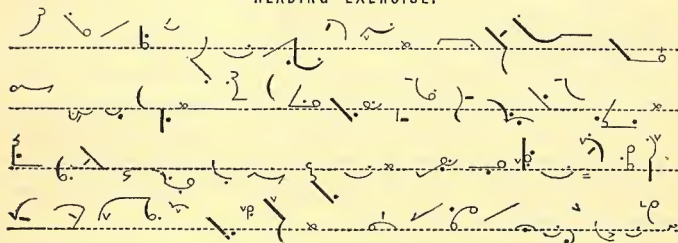
*We* is represented by the stem *W* in the following phrases:  we can,  we would,  we wish. *He* is represented by the stem *H* in the phrase  he was, to distinguish from  I was.

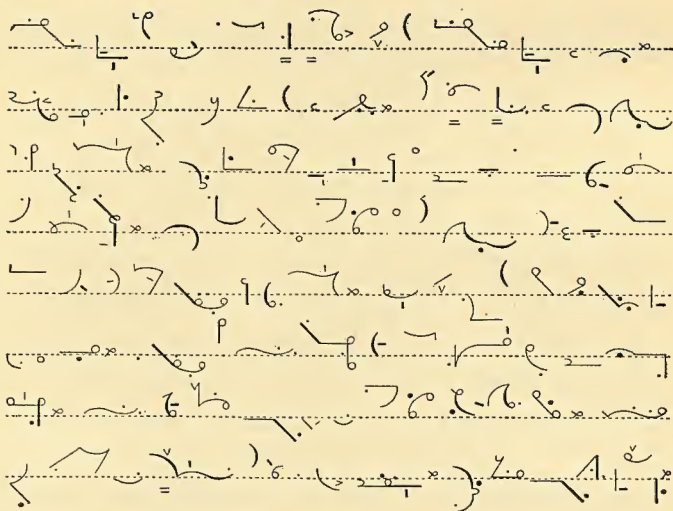
The breve for *a*, *an*, or *and* is not joined initially to the stems *P*, *B*, *T*, *D*, *K*, *G*, *F*, *V*, *S*, *Z*, *SH*, *ZH*, *N*, *NG*, *W*, and downward *R*.

As duplicate breves are provided for *you* and *we*, the one should be chosen which makes the better joining.

**Two Breves Joined Initially to Stems.**—When two breves are joined initially to a stem the first breve is put in its own position; as,  I would say,  as I knew,  would we not.

# READING EXERCISE.












































## WRITING EXERCISE.







I-notice the invoice shows both items. They bought as-many tickets as-they needed. Our business house in Memphis has-had no notice of-the sale. You-should sign your-name to-the deed and take-it to-the bank. I-wish to-be notified when-the case is reached on-the docket. The message received an-immediate reading in-both house and senate. If-the oats are as-good as-those you-showed us we-can use all you-raise. He-said he-should-be notified each-week of-the sales made and-money paid out. A-lease was signed on-the-day the house was vacated. We-took his hogs, as we-could get no special rates on-those shipped in. I-was in Idaho and Utah some weeks-ago and-I-am to-be back in Utah soon. He-took an-oath of office the day he-left to-take-up his duties in-the South. It looks as-if our new house in Iowa has-had as-much business as-our Minnesota house. You-should inspect all-the piping in-the new house if-it-is to-be occupied soon.

## LESSON XVI.

## BREVES JOINED MEDIALY AND FINALLY TO STEMS.

The breve and circle word-signs, with the exception of *have*, *owe*, *without*, *when* and *with*, may be used after a stem word, or between two stem words, the first word retaining its position, as shown below:

 in as good	 that an	 some of those
 same as	 knows an	 many of the
 that has	 many and	 instead of
 it has become	 takes the	 date of your
 it is a	 lose the	 those who can
 if his	 it is the way	 by whom
 in his own	 if I may	 on whom
 in a	 that I am	 in how many
 by a	 may I	 on how many
 like a	 did I not	 if he can
 that he was	 if you know	 if we
 make him	 they would	 shall we take
 by him	 it would be	 may we take

The method of adding *the* by the breve shown in this lesson does not take the place of the half-length taught in Lesson X. *The* is added to words consisting of a full-length stem without final circle by making the stem half-length; as,  on the,  by the. But where the word consists of a half-length stem or ends with a circle, the breve should be used; as,  knows the,  lays the,  need the,  made the.



*What* is never used medially, but may be joined finally in the following phrases: at what, to what, of what, with what. In the phrase *with what*, *what* is represented by Thoid, as Soid does not join conveniently with the breve for *with*.

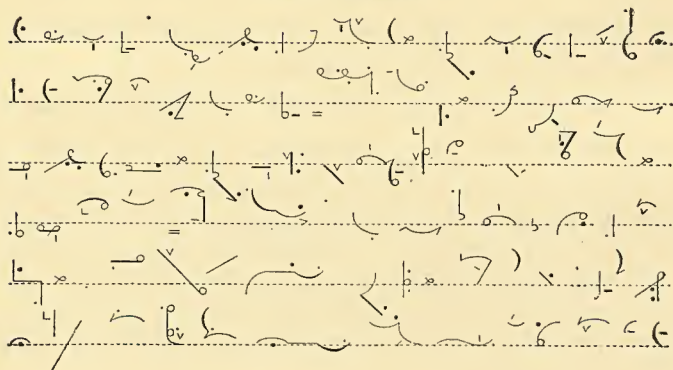
The breve for *you* may sometimes be made from right to left when it makes a more convenient joining; as, show you, should you.

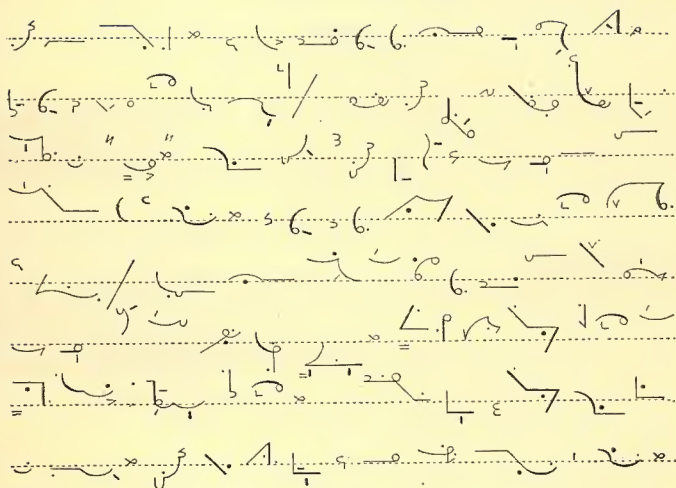
*You* may sometimes be written after a circle; as, since you, advise you.

The breve for *a*, *an*, or *and* is not joined finally to the stems F, V, W, and downward R.

**Breves Not Written in Fourth Position.**—A breve is never written alone in the fourth position. When a word represented by a breve is preceded by *to*, either the stem T is used with the breve in its own position, as, to owe, or the breve is joined to the stem T, as, to a, to him, to his, to whom, to what. *To the* is written as shown in Lesson X.

#### READING EXERCISE.

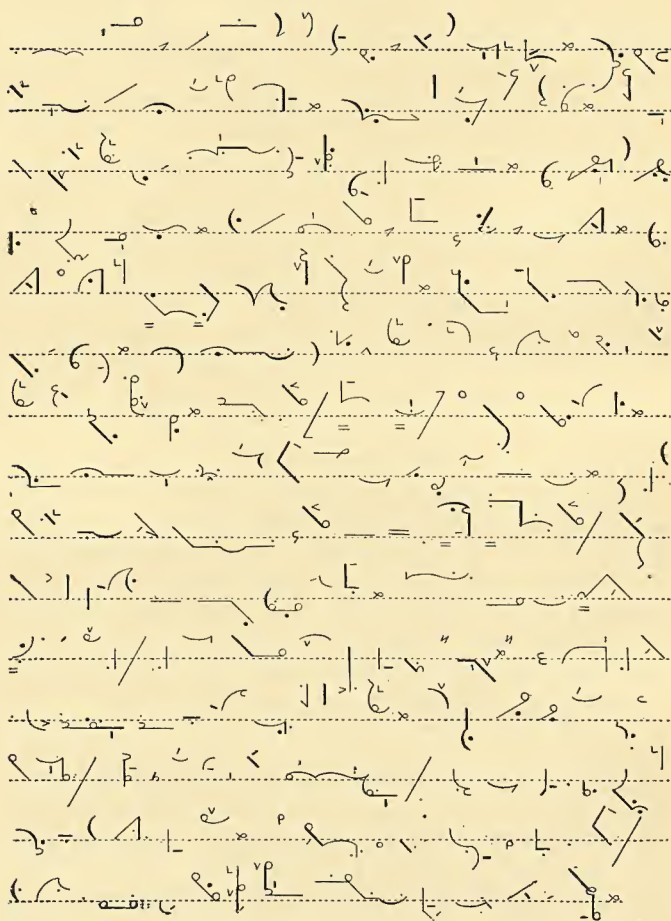




## WRITING EXERCISE.

I-shall now make some move to-buy-the house. I-expect to-be in South-Dakota about-the end of-May. We-note what-you-say about rates in-yours-of recent-date. I-recollect the judge let-the witness speak in-his-own tongue. If-we knew to-whom the mes-sage was sent we-could look it up. They spoke about making-a special design to-be submitted soon. He-does-not-know in-how-many-ways he-received aid in-his recent case. If I-receive as-many copies as I-expect I-shall take some-of-them to-the office and-some to-the house. Ship us as-many-as-you-can now and say when-you expect to-get-your new goods in. We-shall-be ready to-make-you-a bid when-we know at-what date the house is needed. We-could get out no sand because of-the snow in-and about-the cut south-of-the sandpit. If-I-may see-you in-your office Wednesday I-can show-you some-of-the law books issued since-you bought yours. We-took-the books to-his office and-laid them on-his desk and-we-thought he-would see them when-he came in.





## REVIEW.















## LESSON XVII.





## MODIFICATIONS OF THE S-CIRCLE.

There are three modifications of the s-circle; the large circle, the small loop, and the large loop. They are placed on the right-hand side of straight stems written downward, on the upper side of straight stems written to the right, and on the inside of curved stems. When used initially they must be read first; when used finally they must be read last. A vowel can not precede an initial circle or loop, or follow a final circle or loop.

**The Large Circle.**—Two sounds of *s* or *z* with a single vowel between, forming the syllables *ses*, *sez*, *zes*, *zez*, *cis*, *cise*, etc., are represented by a large circle, which may be used either initially, finally, or between stems; as,  schism;  uses,  exist,  emphasize.

**Vowels within Large Circles.**—It is usually unnecessary to indicate the vowel between the sounds represented by the large circle, but when desired it may be written within the circle. First-position vowels are placed near the top, second-position vowels and all diphthongs in the center, and third-position vowels near the bottom of the circle; as,  season,  possess,  exhaust,  decisive,  suspect.

**The Small Loop.**—The sounds *st* and *zd* are represented by a small loop, which is made one-third the length of the stem; as,  stock,  list,  honest,  state,  fast,  excused,  still.

The *st*-loop is not used where there is a distinct vowel between the sounds of *s* and *t*; in such cases the s-circle and stem *T* or *D* are used; as,  visit,  episode,  faucet,  reside.











The st-loop may be added after a half-length; as, *latest*, *sweetest*, *modest*, *midst*.

**The Large Loop.**—The final syllables *-ster*, *-stor*, and *-sture* are represented by a large loop, which is made two-thirds the length of the stem; as, *poster*, *muster*, *investor*, *minister*, *visitor*, *semester*, *vesture*, *fixture*.

The large loop is not used initially.

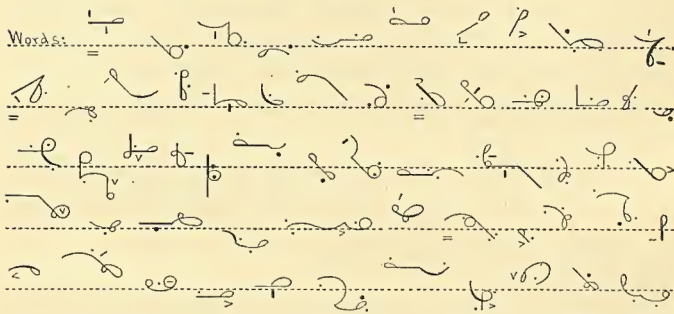
An s-circle may be added after the large circle or after either of the loops; as, *possesses*, *masts*, *fosters*.

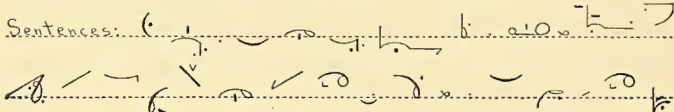
## WORD-SIGNS.

 long	 or  first	 fact
 among	 next	 subject
 thing	 will	 certificate

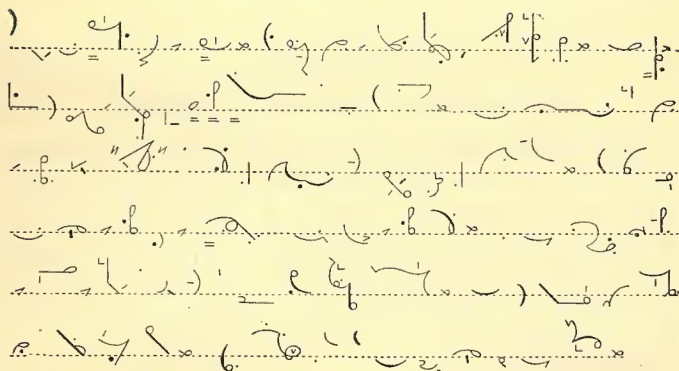
The stem sign for *first* is used only in phrases.

## READING EXERCISE.

Words: 

Sentences: 













## WRITING EXERCISE.






reduced	study	neatest	stoop	Chester
steel	basis	lists	recesses	haste
masses	cast	stuff	stood	Sussex
most	discusses	sinister	teases	roster
teamster	stem	waste	losses	stiff
step	vest	stitch	stack	rose
unjust	systematic	exposes	sting	roses
cases	exists	successes	Baxter	roast
best	stubs	stomach	texture	roasts
stakes	luster	guesses	arises	roaster
mosses	casters	guest	cutest	roasters
style	stage	novices	foster	rosette
tempest	chooses	administer	songster	rusty
posts	pastor	faces	vices	raises



It-is manifest the exact fact was set out in-the certificate. We-adopted-the best methods in-use among business houses. We-must take steps to-pay all taxes by-the end-of-the week. The method-of raising revenue is-a subject now much discussed. Investors will receive certificates-of deposit the first of-next month.




## LESSON XVIII.



## MODIFICATIONS OF THE S-CIRCLE (continued).






**Loops between Stems.**—Either the small or the large loop may be used between stems where the following stem can be conveniently joined; as,  justify,  abstract,  district,  yesterday. In cases where the stem will not join after the small loop the circle may sometimes be used, the sound of *t* not being indicated in the outline; as,  postoffice,  testify,  testimony,  textbook.

**Independent Loops.**—In some words it is convenient to write the loop independent of the stem, slanting in the direction of the stem CH; as,  institute,  extensive,  extract,  footstep,  restrictive.

The word *stated* is written with the independent st-loop and half-length T to distinguish it from the word *said*; thus,  *stated*,  *said*.

The final syllable *-sest* is represented by a small circle inside the loop, the circle being made first and the loop added by a continuous motion without lifting the pencil; as,  nicest,  wisest,  choicest.

An st-loop may be added after an st-loop as follows:  castest,  fastest.

Circles between stems are sometimes elongated so as to look like loops, but when the outline is made with a continuous motion they are regarded as circles, in such words as  receipt,  jetsam, or in phrases like  many such,  it is received,  because they.



## WRITING EXERCISE.

Good wheat is raised in-a restricted district. We-now have-the nicest and fastest boat on-the lake. The extract will give-an idea of-the style of-the book. Investors have bought several of-our best paying leases. They gave-him money enough to-pay postage and-registering fee. The deed, together-with-the abstract, was given into my keeping. This deed and abstract will-be left with-you and should-be sent to-Topeka if needed. Not-a vestige of-the camp baggage was left when-they came back. You-may pay-the postage on-this package to-Amsterdam when-you take-it to-the office. The poster designed by-the Art League was submitted last Wednesday and accepted yesterday. When-we sought to-substitute new meth-ods in-the offices many resisted in-a most obstinate way. We set out about a-thousand of-the choicest roses we-could buy and-lost most of-them the first season. If-they should institute a suit they might meet with success, though I-would advise them not to-expect it.





## LESSON XIX.


## USE OF LARGE CIRCLE AND SMALL AND LARGE LOOPS IN PHRASING.


**Large Circle in Phrasing.**—When two circle word-signs occur together they may be represented by the large circle written in the position of the first of such signs; as,  $\overset{\circ}{\dots}$  as his,  $\dots\overset{\circ}{\dots}$  is as. The first of these signs may represent either *as his*, *as is*, *as has*, *has as*, or *has his*, and the second either *is as*, *is his*, or *his is*. The meaning of the sentence will determine which is intended.









If a word begins with a small circle the word *as* may be prefixed by enlarging the circle; as,  $\overset{\circ}{\dots}$  as such,  $\dots\overset{\circ}{\dots}$  as soon.


If a word ends with a small circle, the word *as*, *has*, *is*, or *his* may be added by changing the small circle to a large circle; as,  $\dots\overset{\circ}{\dots}$  this






is,  since his,  it is as,  this has become,  this is said.


Occasionally a word or phrase ending with a circle and a word beginning with a circle may be joined, the large circle being used instead of the two small circles; as,  it is said.





A word ending with a small circle and a word beginning with a large circle are sometimes phrased; thus,  this season.

**Small Loop in Phrasing.**—The circle word-signs, and occasionally a circle at the end of a word, may be changed to a loop to add *the*, *it*, or *to*; as,  as the, as it, as to,  is the, is it, is to,  that is to say,  it is the best. As a rule, *the* is added after a final s-circle by the breve instead of the loop,  it is the,  suppose the. An s-circle may be used after the loop to add *is*, or to form the possessive *its*, being written inside the loop when standing alone, and added after the loop when joined to a stem; as,  has its,  because it is.


The phrase *this is the* is written .


**Large Loop in Phrasing.**—The word *there* or *their*, or the words *they are*, may be added by changing a small circle to a large loop; as,  has there,  is there,  because they are. An s-circle may be joined after the loop to add the word *is*; thus,  as soon as there is,  as long as there is.


The phrase *this is their* is written .

The word *store* is sometimes added to a stem by a large loop; as,  book store,  shoe store; and the word *stairs* by a large loop and a small circle; as,  up stairs,  back stairs.

WORD-SIGNS.

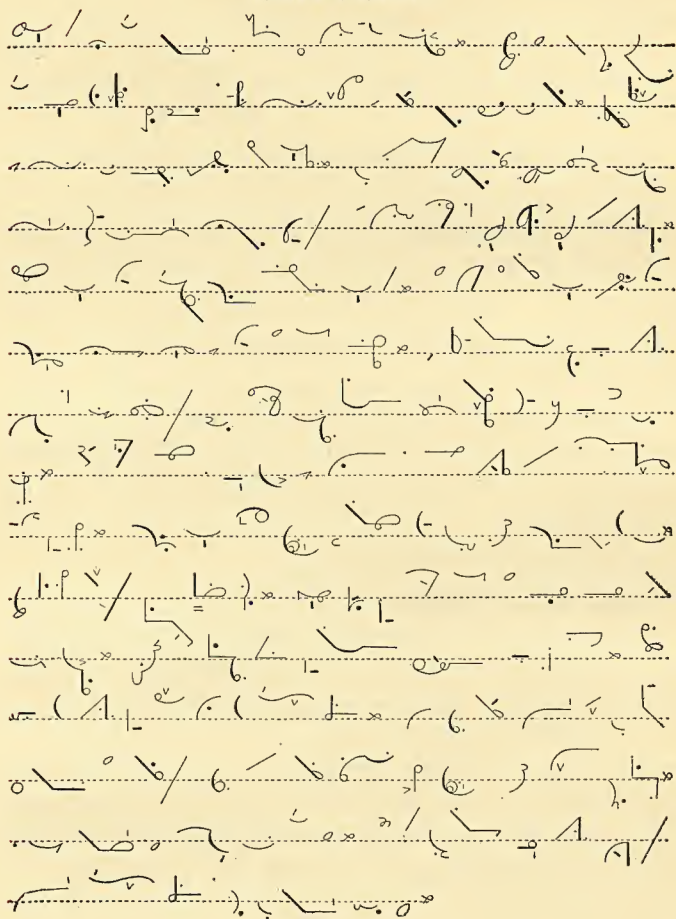
 charge

 change

 legislature



## READING EXERCISE.



## WRITING EXERCISE.

is it not	because there is	is there a	as to the
shows their	does there	choose their	because its
knows it is	as there is not	raise its	thus there is
refuse their	is there not	when is there	in case there is
since there is	as soon as it is	makes their	business there
it is their	as there is a	as to your	notice the
has there not	since it is	as to a	stays there









The State taxes are due on-the first of-May. This-is thought by-some to-be his best book. This-is-the first of-the boat races this season. The last legislature made some change in-this law. As-soon-as-there-is business to-justify it we-shall move. The special sale at-the book-store will-be on next Wednesday. You-may take these notices up-stairs and-leave a copy in-each office. It-is-said that-this-subject is-to-be discussed at-the debate next Tuesday night.








## LESSON XX.



## STEMS WRITTEN UPWARD AND DOWNWARD—INITIAL R, L, AND SH.

Partial rules for the use of the upward and downward R and L used initially were given in Lessons V. and VIII.

## GENERAL RULES.








**R or L the First Sound.**—When R or L is the first sound in a word the stem is written upward; as,  ray,  rock,  rub,  rising,  lame,  lake,  leave,  writing.











**R or L Preceded by a Vowel.**—When R or L is preceded by a vowel the stem is written downward; as,  or,  argue,  herb,  irrigate,  alum,  along,  alike.















**When L Is the Only Stem** in a word it is always written upward; as,  slay,  ails.




## EXCEPTIONS.





There are certain exceptions to the preceding rules which are necessary to secure better angles in the joining of stems. If the stem R or L when written according to the preceding rules does not form a good joining with the stem which follows, it is necessary to write the stem in the other direction for the sake of securing an angle. The following are the exceptions to the rules given above:









When the stem R is followed by M or H it is always written downward, whether a vowel precedes or not; as,  Rome,  arm,  rehash,  room,  remit,  armada,  aroma.

When the stem R is followed by T, D, CH, J, TH, DH, F, or V, the upward R is always used, whether a vowel precedes or not; as,  irritate,  erode,  arch,  reach,  originate,  earth,  wrath,  aerify,  Irving,  reviews.




When L is followed by any stem written downward (P, B, T, D, CH, J, F, V, TH, DH, S, Z, SH, ZH, R, or W) the upward L is used, whether a vowel precedes or not; as,  elapse,  lapse,  elbow,  elate,  eldest,  lady,  elegy,  although,  olive,  lathe,  also,  Elisha,  lower,  always.

L when followed by *mp* or *mb* is written downward, in such words as  lump,  limp,  limbo.

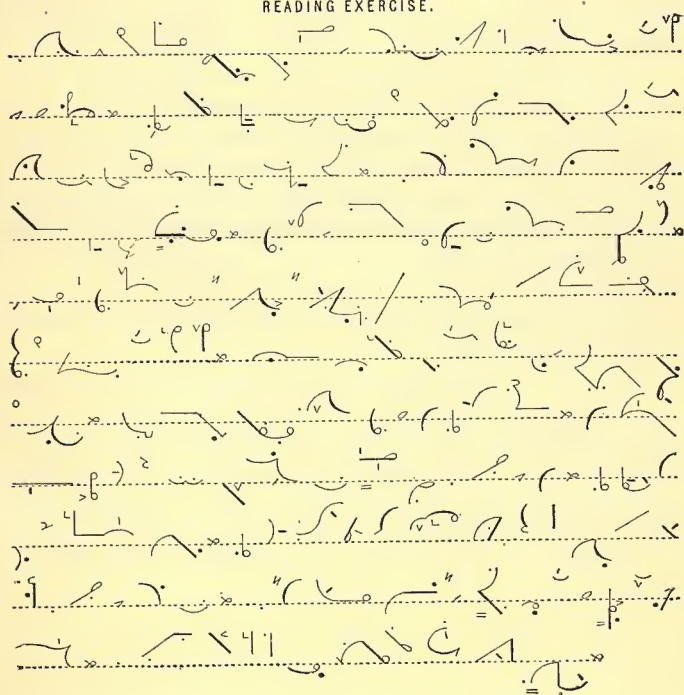
**Initial SH Sometimes Written Upward.**—Initial SH is written downward before all stems except TH, DH, T, D, and upward L, whether a vowel precedes or not; as,  Ashby,  Cheyenne,  shave,  ashamed. Before TH and DH the stem SH is al-

ways written upward; as,  sheath,  sheathing. Before T, D, and upward L the upward SH is used if a vowel follows each stem; as,  shadow,  shady,  chateau,  shallow. If, however, a vowel precedes SH, or if no vowel follows the final stem, the downward SH is used; as,  Ashley,  shade.

## WORD-SIGNS.

 beyond     yet, young     year, your

## READING EXERCISE.























## WRITING EXERCISE.

orb	roamed	irksome	lime	revise	err
album	latch	losing	oars	rich	lazy
rebate	shaggy	loop	elect	eradicate	alive
Albany	slow	wreath	leer	ramify	shadows
Lucy	lease	Oshkosh	earthy	Shelley	writhe
livid	rating	levying	robust	argued	remote
alpaca	ledge	aloofness	earnest	alfalfa	loud
Eliza	Shiloh	loath	alabaster	lips	alto
refute	shop	elope	sheaf	lash	shaking
elude	artistic	arc	revive	shiny	remiss
sheep	righteous	sham	array	remedy	Alps

Yours of-recent-date is just-received. The lowest limbs of-the elms are beyond our reach. The young oaks set out last year have-not yet budded. Notice is given that-the banks of earth are to-be removed. We-wish to-urge all whose business is allied to-ours to-meet us. A shady avenue, shaped like-an arch, leads up to-the chateau. The Illinois legislature passed a-law last year removing-the Institute to-this-city.

Give the reason for the upward or downward R, L, or SH in each of the following words:

 arid	 urge	 repose	 orthodox
 irrigated	 olives	 rhyme	 elk
 elude	 shoddy	 ailing	 almighty
 roused	 lack	 sole	 leaf
 alley	 alibi	 lamb	 lamp
























## LESSON XXI.









## STEMS WRITTEN UPWARD AND DOWNWARD—FINAL R, L, AND SH.


Final R, L, and SH are sometimes written upward and sometimes downward, according to the rules given below.



## GENERAL RULES.

**R, L, or SH the Final Stem, Not Followed by a Vowel.**—When R, L, or SH is the last stem in a word and no vowel follows, it is written downward; as,  bell,  gales,  power,  expel,  fear,  jail,  forced,  bush,  barred,  cash,  lash,  billed.

**R, L, or Sh the Final Stem, Followed by a Vowel.**—When R, L, or SH is the final stem in a word and a vowel follows, it is written upward; as,  furrows,  below,  tallest,  tomorrow,  bushy,  militia,  violate,  merit,  pilot.





In the preceding lesson it was stated that when L is the only stem in a word it is written upward. However, the h-breve when joined initially to L is treated as a stem, and if the sound of *l* is final the downward L is used; as,  hall,  hail,  hill. If a vowel follows the upward L is used; as,  holy,  hilly,  hollow,  hello,  holly.









An exception is made in the case of the words *whole* and *hole*, which are written .


A diphthong may be joined initially to a downward L where the sound of *l* is final; as,  oil,  owl.



## EXCEPTIONS.




The exceptions to the foregoing rules are formulated with a view to securing more legible and more easily written forms.





L after L is written upward; as,  Lowell,  loyal,  lull,  little.




R after R is written upward; as,  rear,  rare. This rule will cover all words ending with the syllables *-rior*, *-rier*, *-reer*, *-rer*, etc.; as,  superior,  inferior,  terrier,  furrier,  career,  bearer.





*Customer* is an exception to the first general rule in this lesson, and is written .







L after half-length M or H is written upward; as,  metal,  hotel.

L after half-length N or NG is written downward; as,  recently,  succinctly,  indistinctly.





SH after K, G, N, NG, and upward R is written downward, even though followed by a vowel; as,  cautious,  anxious,  Russia,  nausea.






SH after F or V is written upward, whether followed by a vowel or not; as,  fish,  fishy,  lavish.




The plural of words ending with downward SH is formed by adding the s-circle, even though a distinct vowel is heard after SH; as,  dish,  dishes,  rush,  rushes.

Half-length R after the stems L, F, V, K, and G is written upward; as,  veered,  billiard,  lowered,  afford,  scared,  gored.




When the final stem SH is halved the direction must be chosen

which will form the better joining; as,  officiate,  fished,  lavished,  dashed.

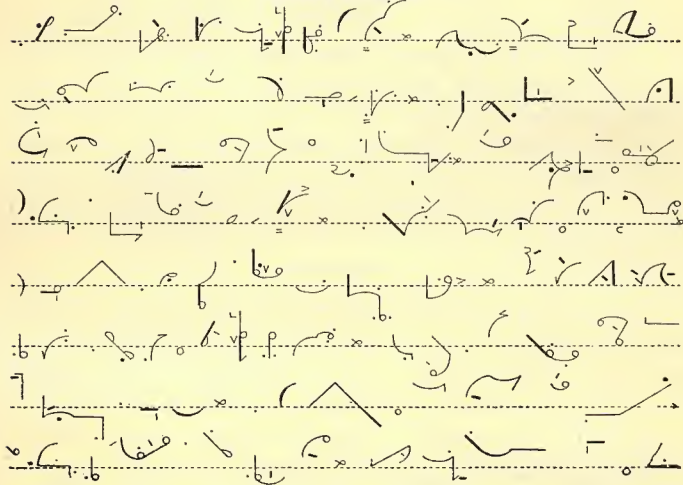
When an s-circle precedes a final R or L, the stem may be written downward although a vowel follows, or upward although no vowel follows, if a better joining can thus be effected; as,  nicely,  obviously,  answer,  successor,  dismissal.

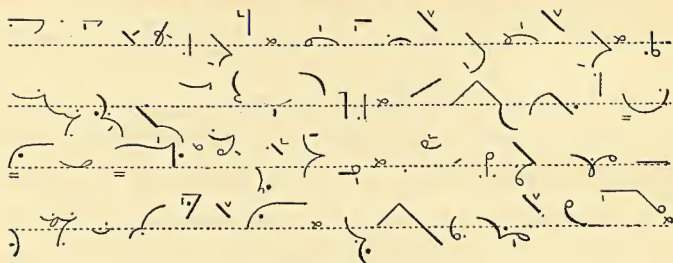
The word *small* is written with the upward L, in order that its derivatives may be written without changing from the form of the primitive; as,  small,  smaller,  smallest.

## WORD-SIGNS.

 represent  representative  republic-sh

## READING EXERCISE.

















## WRITING EXERCISE.

pears	layer	jewel	hull	roil
spell	folly	sparrow	Lillie	uproar
scaly	abolish	lowly	lately	tall
thistle	measles	Shakspeare	thievish	Paris
mettle	ballot	chisel	far	vicious
opera	hourly	sadly	fellow	tear
Nash	coil	doubtless	delicious	tarry

The new road follows-the valley of-the Missouri. Keep copies of-your answer in-the Merrow case. The weight of-the tower rests on four lofty arches. The republic of Mexico has representatives in Russia. This book represents city life early in-the last century. We-must republish the notice-of appeal to-make-it valid. The shape of-the shadow shows the earth to-be-a sphere. The career of-the house until recently was most successful.

Give the reasons for every upward and downward R or L in the following words:

 fire	 bear	 evidently	 emulate
 deal	 heel	 reappear	 pillow
 ballad	 barrier	 bills	 lisle

## LESSON XXII.

## STEMS WRITTEN UPWARD AND DOWNWARD—MEDIAL R, L, AND SH.

In the middle of an outline the stems R, L, and SH may be written upward or downward, the direction being chosen which makes the best joining with the other stems. Careful study of outlines in which these upward and downward stems are used medially will assist in determining the forms for many words for which specific rules would be burdensome. The following rules, however, will cover a large proportion of outlines:

**Derivatives** from words ending with the stem L usually retain the direction which the L has in the outline of the original word; as,

appeal, appealing; follow, following,  
 follower; toil, toiling.







If the stem following L is written downward, however, the upward L is generally used; as, fill, filler.






Derivatives from words ending with upward R retain the direction of the R; as, marry, marriage, marrying;







thorough, thoroughness; rare, rarity,  
 rarefy.




Derivatives from words ending with the downward R usually change the direction of the R before the stem N or NG; as, appear, appearing; tear, tearing; tower,  
 towering; bare, bareness. If F or V precedes the downward R, however, and a horizontal stem or the upward L follows, the downward R is usually retained; as, fear,















 fearing;  fore,  forego,  forecast;  
 fair,  fairly.







**Words Not Derivatives.**—In the outlines of words not derived from other words, the downward R is used after F or V if followed by a horizontal stem; as,  fork,  farm. However, if the stem which precedes the R is not F or V, the upward R is used; as,  park,  derrick,  corona.













When followed by a stem written downward, R is generally written upward; as,  carriage,  variety,  territory,  party,  forth,  mirth.








L used medially in words not derived from other words is generally written upward; as,  bulk,  delta,  apology.




When the stem R with no following vowel occurs after the stem L, the L is written upward and the R downward; as,  dealer,  failure,  molar.










SH used medially is written upward after T, D, F, or V; as,  dashing,  toy-shop,  lavishing. After all other stems SH is generally written downward; as,  pushing,  cashing,  unship,  bishop,  rushing,  lashing.

**R and L with Initial Circle or Loop.**—When R is the only stem in a word with an initial circle or loop, such circle or loop is treated as a stem, and if the sound of *r* is final the downward R is used; as,  sir,  store,  stair. If the sound of *r* is followed by a vowel, however, the upward R is used; as,  story,  series,  Sarah.

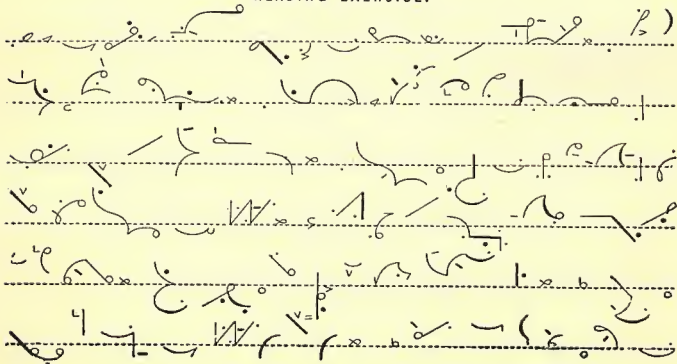
When R is the first stem in a word, preceded by a circle or loop, it is written downward if followed by M, H, K, or G; as,  circuit,  stork,  storm,  ceremony,  Syracuse. Before all other stems it is written upward; as,  surpass,  serenity,  survive,  surface,  certain,  surges,  sordid.

When an initial circle or loop precedes L, the stem is written upward; as,  silk,  select,  ceiling,  slip,  slave,  solicitous,  seller.

The word *solemn* and its derivatives are exceptions to the preceding rule, and are written with the downward L; as,  solemn,  solemnly,  solemnity.

 January	 November	 her
 February	 December	 hear, here
 September	 mortgage	 hope

## READING EXERCISE.

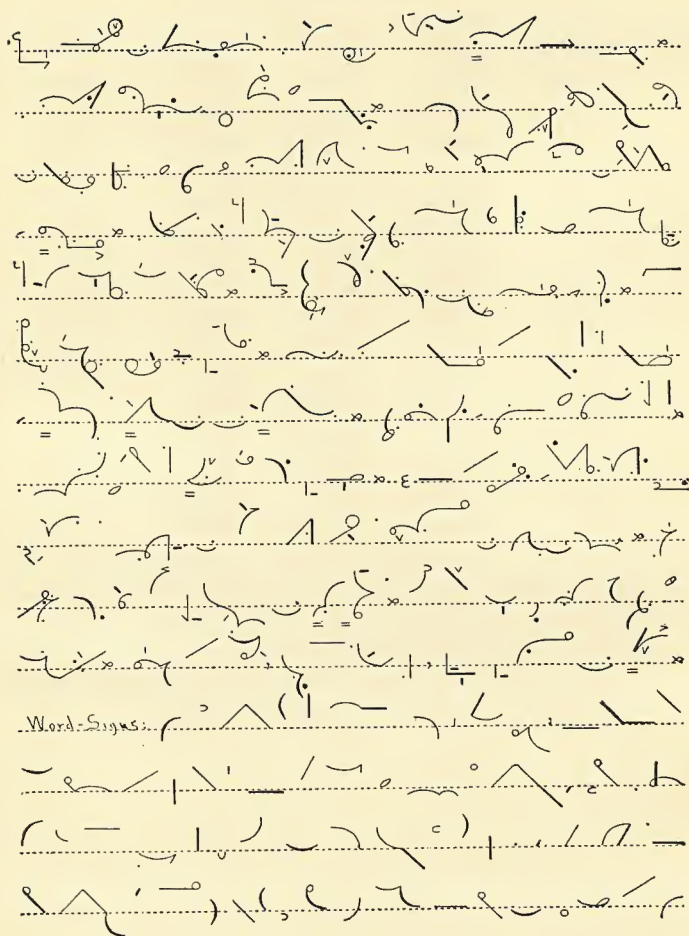




## WRITING EXERCISE.

pulp	storage	searching	dirk	spire
foremost	star	sleek	search	basely
sarcasm	firm	sire	salary	castle
siums	barring	melody	period	polite
tarring	surface	seldge	delaying	Lyell
solid	pealing	forecastle	sour	merrier
gushing	failing	borrowing	feared	lashes
sore	operating	colleague	refusal	roily
milk	slowly	perch	Healey	dash
Cherokee	march	surrey	demurrer	gear
scaling	charity	slur	pulley	geared
sloping	sorry	bearing	tissue	Hallie
Farley	dishing	steer	jolly	cheerier
sleep	certainty	carrying	elfish	rushy
surveying	dirge	slower	lurid	fired
follower	surly	forehead	loll	Cassius
deluge	dealing	selling	wholesome	Paul
circus	faring	solemnify	carrier	Millard

We-hear-the vessel lost her mast in-a gale off-the west coast of South-America. The house and-lot in-the vicinity of-the park is-to-be sold to-a party in-the-East. The notes-and mortgages fall-ing due in January and February will-be-sent-you in-a few-days. They spoke about borrowing-a small sum-of money and carrying on-the business until they can dispose-of-the stock.
















## LESSON XXIII.

## SMALL FINAL HOOKS.







In order to shorten outlines certain sounds and combinations of sounds are represented by hooks. There are eight hooks on straight stems, one large and one small on each side at the beginning, and one large and one small on each side at the end. On curved stems there are four hooks, a large and a small hook at each end, always placed on the inside of the curve.






A small hook is made one-fourth the length of a stem, and should point slightly away from the stem.





**The N-Hook.**—A small final hook placed on the left-hand side of upright straight stems, on the lower side of straight stems written to the right, and on the inside of curved stems, represents the sound of *n*. It is read after the vowel which follows the stem; as,  at-tain,  join,  gain,  ran,  fine,  main,  none.







**The F-Hook.**—A small final hook placed on the right-hand side of upright straight stems and on the upper side of straight stems written to the right represents the sound of *f* or *v*. It is read after the vowel which follows the stem; as,  pave,  achieve,  cuff,  reef.















The f-hook is not used on curved stems, except in phrases as explained on the following page.

**Hooks Used Finally.**—When *n*, *f*, or *v* is the last sound in a word, the hook should be used; as,  rain,  man,  cough. When *n*, *f*, or *v* is the last consonant in a word, followed by a vowel, the stem is used instead of the hook; as,  rainy,  many,  coffee. A vowel can not be read after a final hook.






**Hooks Used Medially.**—A stem may be added after a hook where it makes a good joining; as,  tonnage,  typhoid,  divide,  cover,  manfully.










Occasionally the shape of a hook may be slightly modified to allow another stem to be joined; as,  tenpin,  panic,  attaining,  coughing.






**Circle after the F-Hook.**—A circle may be made inside the f-hook to add the sound of *s* or *z*. As the st-loop is never written within hooks, the s-circle when so used may be made in the form of a loop, to avoid increasing the size or changing the shape of the hook; as,  caves,  achieves,  reefs,  archives,  tariffs,  dives.

**Circles and Loops after the N-Hook.**—On straight stems, the small and large circles and the small and large loops may be added after the sound of *n* by changing the n-hook into such circle or loop; as,  Dan,  dance,  dances,  danced,  again,  against,  pun,  puns,  punster,  punsters,  gun,  guns,  chances,  Kansas.

These circles and loops will not conflict with the ordinary circles and loops, which are written on the opposite side of the stem when they do not include the sound of *n*.

On curved stems the s-circle is written inside the n-hook, both the hook and the circle being shown; as,  evince,  refines,  nouns,  once,  moons.

**Final Hooks on Half-Length Stems.**—A stem with a final hook may be written half-length, and the sound of *t* or *d* is read after the hook; as,  paved,  raft,  achieved,  joined,  gift,  current,  payment,  authentic,  country.

An s-circle may be added after a stem written half-length, and must be read last; as,  rafts,  tufts,  points,  finds,  lands.

Hooks joined to half-length stems are made slightly smaller than those joined to full-length stems.

**N- and F-Hooks in Phrasing.**—The words *an*, *and*, *own*, *one*, and *than* may be added by the n-hook; as, ..... off and on, ..... at an, ..... your own, ..... some one, ..... slower than.

The words *have* and *of* may be added to words formed of straight stems or straight breves by the f-hook; as, ..... out of, ..... much of, ..... to have, ..... could have, ..... who have, ..... I have.

The words *have* and *of* may be represented on curved stems by a large hook; as, ..... may have, ..... shall have, ..... that have, ..... they have, ..... you have, ..... we have, ..... way of, ..... know of, ..... will have.

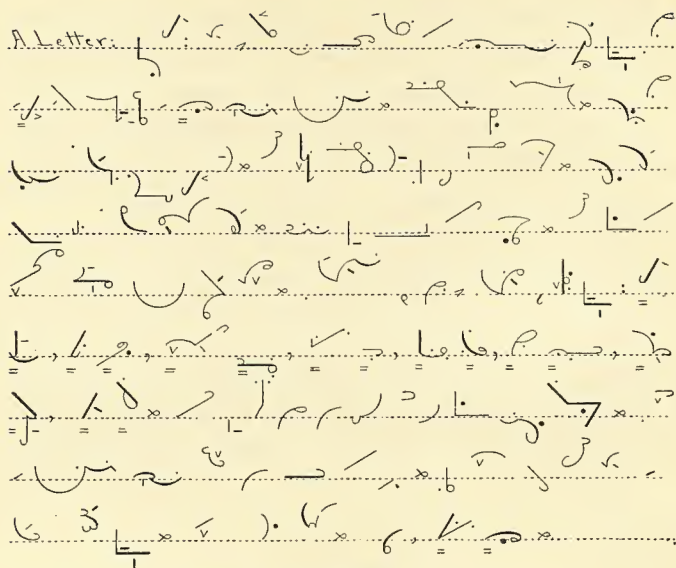
The word *not* may be added to words consisting of a single stem by adding the n-hook and making the stem half-length; as, ..... can not, ..... may not, ..... shall not, ..... had not, ..... should not, ..... ought not.

## WORD-SIGNS.

..... opinion    ..... difference-ent    ..... govern  
 ..... refer-ence    ..... between    ..... governor

## READING EXERCISE.

Words: .....  
 .....  
 Sentences: .....  
 .....



## WRITING EXERCISE








spin	mischief	doves	rave	pansy
review	lane	Coney	wants	Canton
dive	bone	fancy	demand	thence
summons	June	remind	organic	appearance
gone	chin	done	known	fence
events	soften	beef	earn	dines
then	foreman	gifts	defy	referee
fain	penman	river	can have	money
skiff	roofed	saloon	day of	vacancy
hunt	rents	examine	top of	should have
gains	errand	run	could not	did not
David	scan	Nathan	lower than	by and by
salesman	moon	shine	tin	copy of






The laws that govern this force are little known. The moon revolves around-the earth once in four weeks. The governor has signed-the bonds remaining in-his hands. I-have-used both methods and see no difference between-them. No reference has-been made to-the main points of-the opinion. We-can-not take-this amount out-of-the cash, and-will-have to-make-you-a check when we-have looked up-the items on-the bill.

## LESSON XXIV.






## LARGE FINAL HOOKS.

Large hooks are made slightly less than one-half the length of a stem. The distance from the stem to the end of the hook is also slightly less than one-half the length of a stem.







**The Shun-Hook.**—The syllables *-tion*, *-tian*, *-sion*, *-cian*, *-cion*, etc., are represented by a large final hook on the right-hand side of upright straight stems, on the upper side of straight stems written to the right, and on the inside of curved stems; as,  occasion,  option,  fashion,  motion,  optician,  suspicion,  ration.






**The Ter-Hook.**—The syllables *-ter*, *-ther*, *-tor*, *-ture*, *-tar*, etc., are represented by a large final hook on the left-hand side of upright straight stems and on the lower side of straight stems written to the right; as,  bitter,  rather,  debtor,  rapture,  nectar.



The ter-hook is not used on curved stems.





**Shun- and Ter-Hooks Used Medially.**—A stem may be added after the shun- or ter-hook; as,  dictionary,  national,  auctioneer,  gathering,  cauterize.












**Circles after Large Final Hooks.**—A circle may be made inside the large final hooks, and is always read last; as,  elevations,  examinations,  fashions,  petitions,  chapters,  writers.

Stems with large final hooks may be made half-length, and the sound of *t* or *d* is read after the hook; as,  patient,  cautioned,  battered,  patients,  ancients.

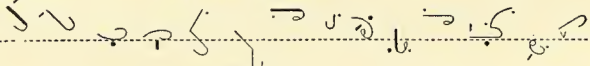
**Shun- and Ter-Hooks in Phrasing.**—The shun-hook may be used to add the word *ocean*; as,  Atlantic ocean,  Pacific ocean.

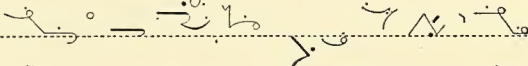
The ter-hook may be used to add *their*, *there*, *they are*, or *other*; as,  by their,  can there,  hope they are,  at other.

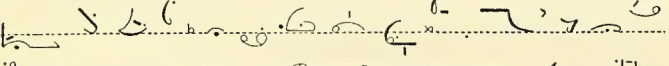
## WORD-SIGNS.

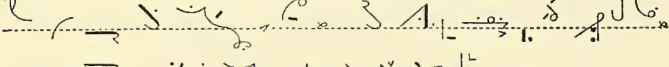
 notwithstanding	 began	 circumstance
 specification	 begun	 citizen
 recollection	 begin	 intelligent

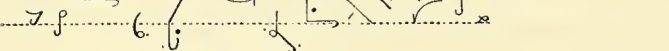
## READING EXERCISE.

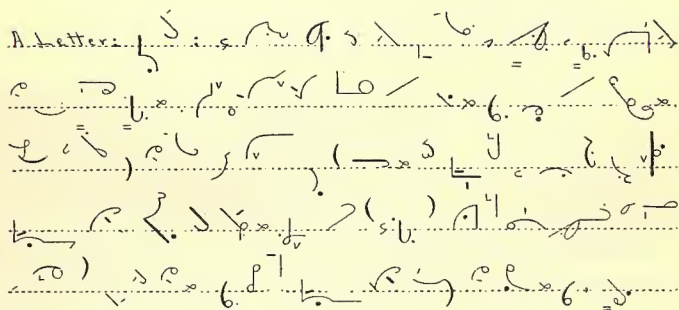
Words: 

Sentences: 









## WRITING EXERCISE.

omissions	visions	division	additions	fascination
station	exception	solution	gaiters	execution
pewter	estimation	occasioned	deception	pacification
notional	operation	spectator	tighter	rejection
testator	invasion	sectional	bitterness	caterer
mutilation	imitators	potter	cushioned	to their
section	notation	admissions	up there	had there
bettering	bothered	embitter	be there	can there be
dissension	exaction	delusions	could there	will be there
totter	ambition	restriction	suffocation	at their
remission	mission	action	auction	are there
resolution	cutters	exactions	executor	by their













His recollection of-the events is good. The series of lectures began with one on Japan. Additional specifications have recently been submitted. The allegations of-the petition are admitted in-the answer. Patient research has shown much of-the life of-the ancients. Notwithstanding the caution used, the circumstance is known to-many citizens here and at-other points in-the State. The vessel was becalmed many-days at-a point in-the Atlantic-ocean midway between Saint-Helena and-the main land.





## LESSON XXV

## DOUBLE-LENGTHS.

Curved stems may be made double-length to add the syllables *-ter*, *-der*, *-ther*, *-tor*, and *-ture*.

**Positions of Double-Lengths.**—First-position upright stems written downward when made double-length are commenced high enough to allow the bottom to touch the line. Fourth-position double-lengths are placed wholly below the line. In all other cases the stem is begun in the same place as if it were of the ordinary length. The following words illustrate positions:

First position.	 after	 order	 latter
Second position.	 feather	 motor	 letter
Third position.	 future	 neither	 litter
Fourth position.	 to order	 to Easter	 to alter

**Doubling Stems with Final Hooks.**—The syllables *-ter*, *-ther*, etc., may be added to curved stems ending with a final hook by doubling the length of the stem, the syllable thus indicated being read after the hook; as,  wonder,  lender,  remainder,  inventor.

The syllables *-ter*, *-ther*, etc., are added to straight single-length stems by the *ter*-hook; but if a straight stem ends with a small hook, the syllables *-ter*, *-ther*, etc., may be added by doubling the length of the stem, the syllable thus indicated being read after the hook; as,

..... pointer, ..... rafter, ..... counterfeiter, ..... re  
joinder, ..... counteract.

**S-Circle after Double-Length Stems.**—A circle may be added after a double-length stem, and is read last; as, ..... elevators, ..... rafters, ..... encounters, ..... defenders.

**Double-Lengths in Phrasing.**—The words *there*, *their*, *they are*, and *other* may be added to curved stems with or without final hooks, and to straight stems with final hooks, by doubling the length of the stem; as, ..... in, ..... in their; ..... if, ..... if they are; ..... on, ..... on other; ..... known, ..... known their; ..... have been, ..... have been there; ..... can have, ..... can have their.

*Another* may be added to either curved or straight stems by the n-hook and doubling; as, ..... by another, ..... or another, ..... if another, ..... on another.

*After* may be added to straight stems by the f-hook and doubling; as, ..... day after day, ..... Wednesday afternoon, ..... Saturday after next.

## WORD-SIGNS.

..... understood	..... knowledge	..... satisfactory
..... similar	..... acknowledge	..... endeavor

## READING EXERCISE.

Words:

Sentences:

A letter:



## WRITING EXERCISE.









features	tender	decanter	Arthur	shall there not be
asters	shatter	nature	hinder	if there has been
hunter	heather	shutter	candor	is there no other
painter	suspender	counter	shooter	between their
fainter	heater	wetter	neater	in another
Luther	voter	tinder	fenders	down there
entertain	Esther	intervention	on their	Tuesday afternoon
laughter	hatter	kinder	know there is	on the day after
mutter	later	founder	gone there	in there
water	undermine	engender	I am there	or other





Our new motor is-to-be run by water power. We-acknowledge receipt-of-your letter with order. The roof and-rafters of-the theater are badly burned. As-to those matters we-have-no knowledge or opinion. It-is-understood that-the stock shall remain-there until fall. You-have-said nothing as-to-the nature-of-the suit against me. The location of-the opposing forces renders an encounter certain. We-shall endeavor week-after-next to-pay-the amount now due. The severe winter weather made it seem unwise to-venture out on-the appointed evening.





## LESSON XXVI.

## VOWELS INDICATED BY CONSONANT OUTLINE.

























In actual stenographic work few vowels are inserted, and in forming words it is desirable to indicate by the consonant outline, when it can be done, whether vowels precede or follow stems.



**Words Beginning with Vowels.**—When a word begins with the sound of *s* the shorthand outline should begin with a circle or loop; but if a vowel precedes the sound of *s* the stem *S* is used, to indicate that the word begins with a vowel; as,  sack,  ask;  spy,  espy;  state,  estate;  story,  estuary.







When a word begins with the sound of *w* the breve-*w* is used if it makes a good joining with the following stem; but if a vowel precedes the sound of *w* the stem *W* is used; as,  wake,  awake;  weary,  aweary.






When a word begins with the sound of *z* the stem *Z* is used, even though no vowel precedes; as,  zero,  zealous,  czar,  zone.

**Words Ending with Vowels.**—Final circles, loops, and hooks, the sound of *t* or *d* added by halving, and the syllables *-ter*, *-der*, etc., added by doubling, are read after the vowel which follows the stem, if one follows. Therefore, if a word ends with a vowel, the consonant which precedes the vowel can not be represented by any of those methods, but must be represented by a stem of ordinary length, without final circle, loop, or hook. The list of words given below will show how the consonant outline of a word is changed when a final vowel is added. Study the words in pairs—"lease, lessee;" "honest, honesty," etc.—and note how in each instance the final consonant changes to a stem when a vowel follows.

 lease	 lessee
 honest	 honesty
 minister	 ministry
 register	 registry
 pen	 penny
 rave	 review
 potter	 pottery
 moment	 memento
 date	 data
 orator	 oratory
 counter	 country
 founder	 foundry

**Plural of Words Ending with Vowels.**—The plural of a word which in the singular ends with a vowel is formed by adding the s-circle to the outline of the singular; as,  money,  moneys;

 agency,  agencies;  policy,  policies;  pastry,  pastries.

**Words Ending with “-ty.”**—The only exception to the rule given above for words ending with vowels is made in the case of a few words of three or more syllables ending with *-ty*, which are contracted by halving the final stem, although there is no place in the consonant outline where the final vowel can be written; as,  utility,  ability,  vitality,  nationality,  activity.

**Concurrent Vowels.**—When two vowels occur together, preceded and followed by a consonant, if one of the vowels is accented both consonants are represented by stems; as, science, pious, chaos, poetic.

If, however, the accent is not on one of the concurrent vowels, or if one of the vowels is indistinctly sounded, the rule above does not apply, but the modifications may be used instead of the stem; as, Indian, various, rebellion, association.

**Words Containing Two Sounds of S.**—When a word contains two sounds of *s* and no other consonant, if it begins with a vowel the first *s* is represented by the stem and the second by the s-circle; as, essays, assess.

If a word begins with *s* and ends with *s*, the first *s* is represented by the stem and the second by the s-circle; as, says, sauce. But if a word begins with *s* and ends with a vowel, the first *s* is represented by the s-circle and the second by the stem; as, saucy. The words *size* and *seize* are exceptions, and are written with the initial s-circle and the stem Z; thus, size, seize.

## WORD-SIGNS.

before

effect

general-ly

establish

beneficial-ly

especial-ly

In the following lessons most of the vowels may be omitted in practicing the exercises, but for a time the vowels and diphthongs in accented syllables should be written. As the student becomes familiar with the outlines of words and with the principles of word-building, all words used frequently will be legible without vowels. New and unusual words should be fully vocalized. Experience will soon show the student what vowels may be omitted.

## READING EXERCISE.

Sentences: *ما في البيت من ثياب*  
*التي كانت في البيت من ثياب*  
*التي كانت في البيت من ثياب*  
*التي كانت في البيت من ثياب*  
*التي كانت في البيت من ثياب*

Alphabet: *أ ب ج د هـ و ز ح ط ي*  
*ك ل م ن س ع ف ق*  
*ص ط ز ح ط ي*  
*ك ل م ن س ع ف ق*  
*ص ط ز ح ط ي*  
*ك ل م ن س ع ف ق*  
*ص ط ز ح ط ي*  
*ك ل م ن س ع ف ق*  
*ص ط ز ح ط ي*  
*ك ل م ن س ع ف ق*  
*ص ط ز ح ط ي*












## WRITING EXERCISE.




funny	poem	estimation	center	Castro
batter	rascality	Susie	bestow	Ryan
astute	ensues	Bowen	Louise	daisy
Zion	water	caster	fun	lion
bounder	assist	days	watery	nut
oratory	rift	awoke	case	oasis
woke	Jane	jet	diet	rosy
Casey	pastry	linnet	rose	gust
lint	gusto	battery	ossify	peony
rivet	beast	zinnia	jetty	Duffy
awaken	boundary	riot	Jennie	Bennie
ices	zealous	nutty	daisies	Lucy











The policy has-had-a beneficial effect on the-country. A new survey will establish-the boundaries of the estate. The veto of-the mayor was sustained by-a vote of-the council. A sanitary inspector boards each vessel before it reaches-the city. We-desire to establish wide-awake agencies in-the States west of-the Missouri. Many pieces of ancient pottery and tapestry are on exhibition in-the art room. Reviews of especial excellence are expected to-appear in-this issue of "Science." The executor of-the estate asked us to-assist him in making-the necessary inventory. Several tons of zinc left in storage after-the shutting down of-the mine was seized by-the officers and sold to-pay-the various debts of-the firm.





## LESSON XXVII.





## R- AND L-HOOKS.






**The R-Hook.**—When the sound of *r* immediately follows another consonant and blends with it, *r* may be represented by a small initial hook on the left-hand side of upright straight stems, on the lower side of straight stems written to the right, and on the inside of curved stems. In reading an outline with an initial hook, read first any vowel which precedes the stem, next the stem, next the hook, and then any vowel which follows the stem; as  pray,  draw,  accrue,  free,  through,  afraid,  betray,  greatly,  fritter.





The r-hook may also be used when an indistinct vowel occurs between the sound represented by the stem and the sound of *r*, and such vowel may be omitted in writing the word in shorthand; as,  offer,  upper,  banner.






**The L-Hook.**—When the sound of *l* immediately follows another consonant and blends with it, *l* may be represented by a small initial hook on the right-hand side of upright straight stems and on the upper side of straight stems written to the right; as,  play,  ably,  addle,  clear,  globe,  thickly,  pearl,  applied,  planter.  clatter.







On curved stems *l* is represented by a large initial hook; as,  fly,  only,  flutter,  fleet.



The l-hook may also be used when an indistinct vowel occurs between the sound represented by the stem and the sound of *l*, and such vowel may be omitted in writing the word in shorthand; as,  label,  eagle,  lawful,  evil.








When used medially the r- and l-hooks are sometimes modified in shape to allow the joining of other stems; as,  decry,  escrow,  joker,  regal,  needle.



Occasionally two stems, the first ending with a hook and the second beginning with a hook, may be joined; as,  mechanical,  conical,  ranger,  round-trip.

The final syllables *-ingly* may be represented by the stem NG with the l-hook, when it joins conveniently with the preceding portion of the word; as,  laughingly,  seemingly,  doubt-ingly. When, however, the l-hook can not be used on account of the joining, *-ingly* should be represented by the stem NG and the downward L; as,  tauntingly,  cunningly.

**S-Circle before the L-Hook.**—An s-circle may be written within the l-hook on either straight or curved stems when s is the initial sound; as,  satchel,  settle,  sickle,  splendors,  civil,  social.

**Circles and Loops before the R-Hook.**—An s-circle may be written within the r-hook on curved stems when the sound of s is initial; as,  suffer,  singer.

The sound of s may be represented initially before a straight stem in connection with the r-hook by closing the r-hook and making a circle of it; as,  stray,  scrape,  sacrifice,  sup-pressed. The small loop and the large circle may be similarly placed on the r-hook side to include the sound of r, and are read before the stem; as,  stager,  stagger,  sister.

In the middle of an outline either the r-hook or the l-hook may be joined after the small circle; as,  express,  exclaim,

misplace, display, chemistry, prosper.

The form of both the circle and the hook between stems must sometimes be modified to allow the second stem to be written at the proper angle; as, explain, massacre, whisper.

If the angle between two straight stems is such that the r-hook can not be joined after the s-circle, the sound of *r* may be indicated by writing the circle on the right-hand side of the first stem and beginning the second stem at the top of the circle; as, disagree, discretion, jasper, listeners.

In writing the syllable *-scribe* the *r* may be omitted; as, subscribe, proscribe.

**Phrasing.**—The r-hook may be joined to a stem or to the breves for *how* and *who* to add *are*, *our* or *or*; as, they are, we are, in our, in or to, on or about, on or before, two or three, who are, how are you.

The l-hook may be joined to a stem or to the breves for *I*, *of*, *he*, and *who* to add *all* or *will*; as, to all, on all, of all, they will, who will, I will, he will.

In forming such phrases as *in response*, *in receipt*, etc., the syllable *re-* may sometimes be represented by the r-hook on the preceding stem; as, in response, in receipt.

The phrase *in order* is written and the phrase *in reply* is written .

## WORD-SIGNS.

practice

practicable-y controversy

principal-le

practical-ly experience

READING EXERCISE.

Words:

A Letter:







## WRITING EXERCISE.

pry	otter	incline	saddle	crafty
supply	deceitful	honor	disagreeable	trained
noble	apply	cistern	sacrament	flint
clay	approve	supple	manner	on our
grim	throne	reply	legal	you are
crown	drift	spry	summer	in all
savor	scrap	float	doubtful	at all
stroke	skipper	dinner	liquor	of all the
favor	freight	disclaim	straw	of all your
acre	author	stacker	sooner	we are in receipt
local	spiteful	physical	trim	in receipt of
glean	greatest	astray	blame	in order that
froze	usher	lovingly	cliff	on or about the











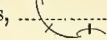
In-response to-your invitation I-will speak at-the unveiling of-the monument. The proposed plan is practicable and-will-be adopted by-all our agencies this spring. The enemy threatens to plant-its flag on-our batteries, and we-must strengthen our out-posts. If-all agree it-will-be-an easy matter to-draw-the papers and-have them signed on-the same day. We-are making practical tests of-all-the samples submitted and shall select the one proving most satisfactory. The dikes are strong enough to-restrain-the stream if-the water does-not rise beyond-the point reached last spring. He-has-had two-or-three years' experience in-the practice of law at Fremont, and-is-now opening-an office at-this-place. The controversy has-been settled by payment of-the principal, and-the suit has-been dismissed at-the cost of-the defendant.







## LESSON XXVIII.




## INTERVENING VOWELS.








When a distinct vowel intervenes between the preceding consonant and the sound of *r* or *l*, the stem R or L is generally used instead of the hook; as,  dare,  poor,  pail,  kill.





The outlines of many words may be shortened by the use of initial hooks, even where a distinct vowel intervenes between the consonants represented by the stem and by the initial hook. To express this intervening vowel a special method of vocalization is provided.



**Dash Vowels** intervening between the stem and the hook are represented by the ordinary signs, first-position vowels being written across and before the initial hook, second-position vowels across the middle of the stem, and third-position vowels across the stem near the end or beyond the end of the stem; as,  college,  normal,  volume,  journal,  rolling,  culture,  sure,  rule,  schools,  fullness,  furthermore.





**Diphthongs** intervening between the stem and the hook are represented by the ordinary signs, first-position diphthongs being written across and before the initial hook, and the third-position diphthong across the stem near the end or beyond the end of the stem; as,  wire,  hire,  asylum,  empire,  endure,  figure.

**Heavy Dot Vowels** intervening between the stem and the hook are represented by a small circle placed before the stem in the proper vowel position; as,  carbon,  sharpen,  marble,












 darken,  rail,  Yale,  reel,  mere,  cheering,  
 cheerful.

**Light Dot Vowels** intervening between the stem and the hook are represented by a small circle written after the stem in the proper vowel position; as,  chairman,  galvanic,  shell,  till.

Occasionally when the junction of two stems prevents the placing of the intervening vowel before or after the stem, or when another vowel occupies the position assigned to the intervening vowel, the circle representing the vowel may be placed on the other side of the stem, since in either case it is read between the stem and the hook; as,  engineer,  pilgrim.

**Intervening Vowels Used with Double-Lengths.**—Occasionally when the final syllable of a word represented by a double-length is *-ture* or *-tire*, the diphthong may be written according to the rule for intervening vocalization given above; as,  furniture,  mature,  jointure,  entire.

**When to Use the Hook and Intervening Vowel.**—It is not practicable to give rules covering every case of the use of intervening vowels, but the following general rules will assist in determining their use in the majority of cases:

There are certain consonants which can not be followed immediately by the sound of *r* or *l*, a vowel always occurring after such consonants and before the sound of *r* or *l*. With such consonants the hook and intervening vowel may be freely used; as,  telegram,  value,  shawl,  more,  war,  wear,  yolk,  York,  near,  harmony,  miles.

The hook and intervening vowel may generally be used initially in writing a word consisting of two or more syllables, provided the

outline thus formed contains at least two stems, unless better angles can be secured by the use of the stem R or L; as, delicate, direct, calamity, termination, versify, thermometer, paragraph, relish, morning, tolerable.

As the downward R does not form an angle when written after K or G, the sound of *r* after K or G is usually represented by the hook; as, cure, course, care, car, character, garment, occurs, court, regard, courage, colonel.

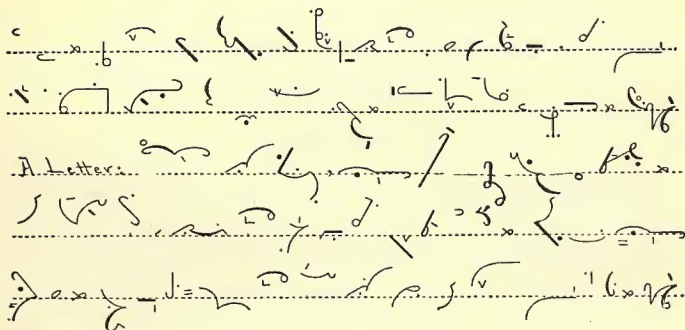
Hooks may be used in the middle of an outline to prevent its extending too far below the line, or to reduce the number of stems if the outline is long; as, impulsive, grumbling, departure, calculation.

## WORD-SIGNS.

belong	Dr. (doctor)	deliver
belief-ve	during	difficult-y

## READING EXERCISE.

A. L. E. T. E. C. C.



Write and insert the intervening vowels in the following words:

..... coal	..... tell	..... warn	..... Wilkins
..... shore	..... charm	..... valve	..... calcimine
..... warble	..... full	..... relic	..... director
..... column	..... call	..... shear	..... mark
..... work	..... learn	..... railway	..... durable

# WRITING EXERCISE.

delegation	hire	pervade	burglar	columbine
burlap	churn	cartoon	politics	dormant
Vermont	Carthage	darling	Melvin	toleration
Thurman	delicacy	court	Harper	cartage
mill	burly	nearness	Fulton	burlesque
perplex	ferment	measure	Carlisle	perfidy
culture	zeal	garment	Hartland	carving
Moreland	Germany	carnation	Carmichael	volcano
torment	Mildred	purchaser	merely	galvanize
core	fulness	culmination	carpet	vulgar
repulsive	garland	darkness	telescope	village



## LESSON XXIX.

## W- AND Y-HOOKS.

**The W-Hook.**—A large initial hook on the right-hand side of upright straight stems and on the upper side of straight stems written to the right represents the sound of *w*. The hook is read immediately after the stem; as, twine, quiet, quotation, equator, esquire, quarrel, quit, betwixt, twirl, equal, acquaintance.

The s-circle may be written within the w-hook; as, square, sequence, sequester.

**The Y-Hook.**—(Used only in phrasing to add *you* or *your*.) A large initial hook on the left-hand side of upright straight stems and on the lower side of straight stems written to the right may be used to add *you* or *your*; as, can you tell, can you speak, did you have, did you call, had you been. This hook is used where the second stem will not join conveniently after the breve for *you*.

**W-Hook on Upward L.**—A large initial hook may be written on upward L to represent the sound of *w*, and is the only hook which is read before the stem to which it is attached. When an outline contains the w-hook on an upward L the sound of *w* is read first, then the vowel before the stem, and then the stem; as, well, wealth, welfare, weld, welded, wielded, Walter.

This hook will not conflict with the l-hook, which is rarely used on upward L.

The two methods of expressing *wl* (the stem W with the l-hook, and the w-hook on the upward L) make it possible to give different forms to many words which would otherwise have the same outline.

**W-Hook in Phrasing.**—The w-hook may be used to add the word *we* to words represented by straight stems; as, ..... can we tell, ..... could we have, ..... are we sure, ..... are we not. This hook is used where the second stem will not join conveniently after the breve for *we*.

*Was* may be added to words represented by straight stems by the w-hook and the final s-circle; as, ..... it was, ..... each was.

*One* may be added to words represented by straight stems by the w-hook and the n-hook; as, ..... at one, ..... by one. The phrase *at once* is written .....

The w-hook on upward L is used in the formation of the following phrases: ..... we will, ..... when will, ..... we all, what will.

**"Time" in Phrasing.**—The word *time* when standing alone is represented by a word-sign, ..... When it follows another word in a phrase, however, the sound of *t* is represented either by the stem T or by making the preceding stem half-length; as, ..... at this time, ..... on time, ..... at the present time, ..... some time, ..... at the same time. In a few phrases, when the first stem is made half-length to add *the*, the word-sign for *time* may be joined; as, ..... at the time, ..... to the time, ..... all the time.

## WORD-SIGNS.

..... from, time

..... member

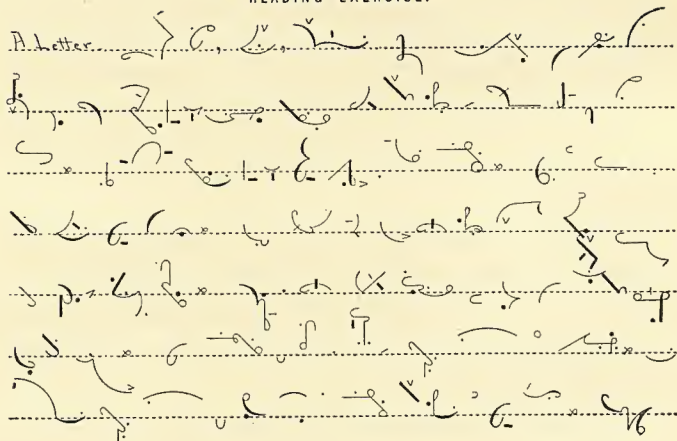
..... Mr. (mister)

..... question

..... qualify

..... quarter

## READING EXERCISE.



## WRITING EXERCISE

quaff	wilt	squatter	twinkle	twixt
twister	dwarf	esquire	bequest	twins
walrus	squire	twain	quoit	quantity
aqueduct	bequeath	Gwendolin	walnut	squeal
inquiry	quilt	adequate	qualms	did you
quitting	twill	quiz	Quinn	had we seen you
squirm	require	Weldon	twitter	had you sent us
twitch	Welch	quiet	dwindle	did you claim
Gwyn	quota	quinine	quit	had we placed
queen	quell	tweak	twilight	can we speak
twinge	Dwight	Dwyer	welter	could we not

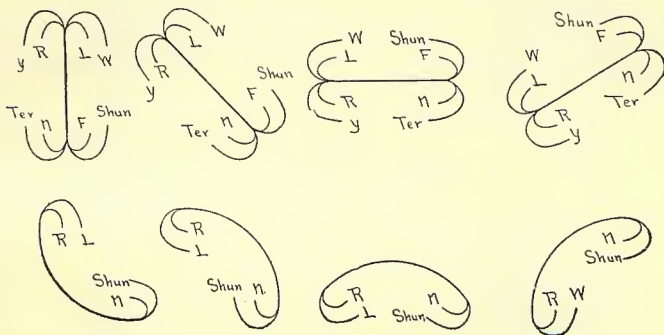
WRITING EXERCISE.

Dear-Sir:

Your-letter in-regard to-the office-of State representative is received. The vacancy was filled about-a week ago by-the appointment of Mr. Thomas Orcutt, at-one-time a-member-of-the local force at Quincy and-recently employed on special work in-the Chicago office. From what-we-know-of Mr. Orcutt we-have-no-doubt this appointment will prove-a good one, as he-is acquainted with every detail of-our business. It-is our policy to-fill vacancies by promotion of-men in-our employ when-this can-be-done. At-the-same-time we-are-glad to-get good men from outside into our service. Can-we-not induce you to accept a-local office with-the understanding that-you-will-be promoted at-the first opportunity? We-have a good place vacant at-the-present-time.

Very-truly-yours,

The following diagrams will show the location of the various hooks on both straight and curved stems, and will be found convenient for study and reference. It should be borne in mind that all the hooks shown in the diagrams, except the w-hook on upward L, are read after the stems to which they are joined.



























## LESSON XXX.

## WORDS OUT OF POSITION.

Certain word-signs and word outlines are written out of position to distinguish them from other words represented by similar outlines. The following list shows these word-signs and word outlines, also the words of similar form from which they are distinguished. Vowels are omitted for the reason that the words are of frequent occurrence and the student should become familiar with them in unvocalized form.

## WORD-SIGNS OUT OF POSITION.



	advantage	to distinguish from		large
	almost	" " "		most
	already	" " "		well
	altogether	" " "		again
	for	" " "		after
	gentleman	" " "		gentlemen
	he, him	" " "		me
	of	" " "		I, have
	truth	" " "		true
	were	" " "		are
	where	" " "		were
	which	" " "		each



WORD-OUTLINES OUT OF POSITION.

	absolute	to distinguish from		obsolete
	another	" " "		no other
	any	" " "		no
	do	" " "		did
	equality	" " "		quality
	found	" " "		find
	go	" " "		come
	held	" " "		hold
	other	" " "		their
	over	" " "		very
	own	" " "		know
	send	" " "		sent
	their, there	" " "		at all

In addition to those given above there are certain words of two or more syllables which are written in the position indicated by the secondary accent instead of in the position of the accented vowel, to distinguish them from other words of the same outlines. These will be given under the heading "Words Distinguished."

**Writing Figures.**—When figures occur in shorthand matter the ordinary numerals may be used for 2, 3, 4, 5, 7, 8, and 9. As the numerals 1 and 6 closely resemble shorthand outlines it is unsafe to use them when standing alone, and the shorthand forms for these figures should be used; thus,  one,  six. *Ten* is more quickly written in shorthand than with figures, and may be used if preferred. If written in shorthand it will be found to phrase conve-

niently with many words; as,  $\overline{10}$  ten days,  $\overline{10}$  ten times,  $\overline{10}$  ten tons. When an amount consists of two or more figures, it is safe to use the numerals. When figures represent even thousands or millions, the shorthand outline may be used for the word *thousand* or *million*; as,  $\overline{14}^{\text{C}}$  fourteen thousand,  $\overline{272}^{\text{C}}$  two hundred seventy-three thousand,  $\overline{2}^{\text{M}}$  two million.

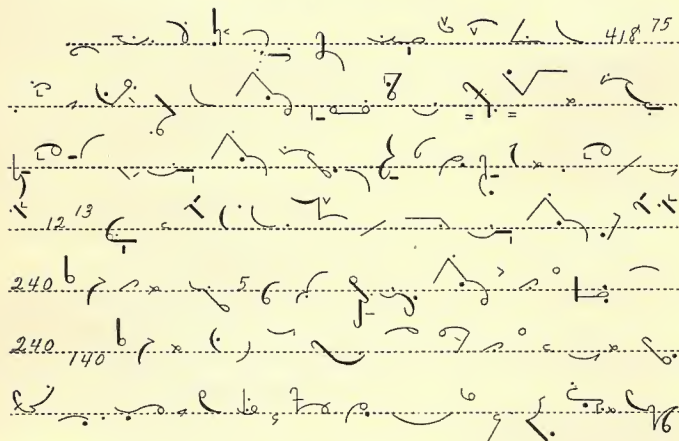
**Dollars and Cents.**—In writing dollars and cents, the figures representing dollars may be written on the line and those representing cents above, and the words *dollars* and *cents* may be omitted; thus,  $\overline{24}^{\text{28}}$  twenty-four dollars and twenty-eight cents. When, however, an amount represents either dollars or cents alone, the figures should be written on the line and the word *dollars* or *cents* written in shorthand; as,  $\overline{72}^{\text{b}}$  seventy-two dollars,  $\overline{18}^{\text{C}}$  eighteen thousand dollars,  $\overline{25}^{\text{c}}$  twenty-five cents,  $\overline{7}^{\text{c}}$  seven cents.

**Figures Used in Phrasing.**—Such phrases as *eleven or twelve*, *fifteen or twenty*, etc., may be written by placing the second figure in the first position; thus,  $\overline{11}^{\text{12}}$  eleven or twelve,  $\overline{15}^{\text{20}}$  fifteen or twenty. Such phrases as *five to ten*, *fifty to sixty*, etc., may be written by placing the second figure in the fourth position; thus,  $\overline{5}^{\text{10}}$  five to ten,  $\overline{50}^{\text{60}}$  fifty to sixty. Convenient shorthand outlines have been provided for a number of the more common phrases in which figures are used; as,  $\overline{2}^{\text{3}}$  two or three,  $\overline{3}^{\text{4}}$  three or four,  $\overline{6}^{\text{7}}$  six or seven,  $\overline{8}^{\text{9}}$  six or eight,  $\overline{8}^{\text{10}}$  eight or ten,  $\overline{9}^{\text{10}}$  nine or ten.

In the phrase *one or two* (written  $\overline{1}^{\text{2}}$ ) the stem is used for *n*, for the reason that a good outline for the remainder of the phrase could not be formed if the hook were used. In the phrase *five or six*

(written ..... ) a large hook is used on the stem F to add *v*, although it is not ordinarily so used.

## READING EXERCISE.



## WRITING EXERCISE.

Dear-Sir:

I-have received-your-letter-of recent-date in-regard to-the farm which I-own eight miles north-of-the city.

When I-bought the farm almost a-year-ago I-found that-the lease was held by-a gentleman who had-not-been accustomed to-farm life, with-the result that both-the land and-the improvements were badly run down. He holds a-lease for next year and pays his rent, so I-can-do nothing unless he vacates from choice. I-have already written to-see if-he can-be induced to-vacate at-the end-of-the winter. I-can-do. nothing until I-have his absolute promise. The truth is, it-will-be to-my advantage to-make altogether different arrangements another season.

I-should like-to-have-you go over and see-the farm. I-send-you

sketch which shows where you-should leave-the main road to-reach-the Baker & Smith farm. Their land lies just south of-mine.

If-I rent-the farm to-you I-will let-you have it at-a low rental the first year without making any improvements on-it. If I-find you-are-the right sort of-a tenant I-will put-the place in-good repair the second year. I-should like-to-have-it once more on-an equality with farms in-that locality. If-the place pleases you I-am-sure there will-be no difficulty in making satisfactory terms.

Yours-very-truly,

West & Leslie,

Grand-Rapids, Michigan.

Gentlemen:

On checking over-the case-of goods received from-you today we-found you-had sent-us 12 gross of Faber pencils instead-of 10 gross, and-that you-had failed altogether to-send-us-the blue pencils called for in-our order. We-do-not need any-of-the blue pencils now and-will include them in-our next order. As-there-is some difference in-the price of-these two pencils, please send-us-a new bill.

Very-truly,

Mr. Thomas Goodrich,

Lincoln, Nebraska.








Dear-Sir:








Your-letter asking for-the agency of-the "Sunbeam" lamp for-the State-of-Nebraska came duly to-hand. Other parties have already applied for-this agency, and we-were about to-make-the appointment when-we found there-was some trouble over another agency which they held. It-seems they own stock in-the "Search-light" lamp, and-although this lamp is almost out-of-the field we-do-not-feel like letting them have-the agency for ours. Please write us stating where you-would expect to establish-the main agency; also what experience, if any, you-have-had in-this line of business. We-should also like to know how-often you-would-be-able-to go over the state. We-find it-is-a-great advantage to-have-a State agent who can reach every large town about twice a-year.







Truly-yours,




## LESSON XXXI.



## INITIAL AND FINAL CURLS.








**The Initial Curl.**—Before an s-circle, where a preceding stem N would require the circle to be made with a backward turn, the syllables *in-*, *en-*, and *un-* are represented by an initial curl; as,  *insulation*,  *unceremonious*,  *inspiration*,  *unsociable*,  *enslave*,  *unscrew*,  *instruction*.





The initial curl may also be used within a large initial hook; as,  *inflection*,  *envelope*,  *invalidity*,  *untwist*. Before K with the w-hook, however, the stem N is used; as,  *inquire*,  *inquisition*,  *unquiet*.




**The Final Curl.**—The sound of *n* may be added after the small final circle or the large loop by a curl made on the opposite side of the stem from such circle or loop; as,  *basin*,  *chosen*,  *mason*,  *Wisconsin*,  *western*,  *pastern*.

After the small loop the curl is used to add *n* only in the case of proper nouns; as,  *Preston*,  *Princeton*,  *Diston*.





The curl may be used to add *n* after a circle within a final hook; as,  *Peterson*,  *Henderson*.







The curl may be used after either the small or large loop (but not after the circle) to add the syllable *-ing*; as,  *resting*,  *assisting*,  *investing*,  *requesting*,  *mustering*,  *fostering*,  *blustering*.



The s-circle may be added after the n-curl; as,  *moccasins*,  *dozens*,  *persons*,  *castings*.




The n-curl may be used medially; as,  *masonry*,  *arsenic*,  *messenger*.









Occasionally when the stem NG will not make a convenient joining after a hook, a curl may be joined directly to the hook even though no circle intervenes, to add the syllable *-ing*; as,  roofing,  apportioning,  referring,  pensioning.




**The Ishun-Curl.**—The syllables *-sition*, *-sation*, *-session*, *-sician*, etc., are represented by a small circle followed by a curl or hook similar in size and form to the shun-hook; as,  position,  taxation,  decision,  musician,  physician,  intercession. In such outlines there is no place for the insertion of the vowel which follows the *s*, and it is omitted.





As the syllable *-ter* following the sound of *s* is represented by the large loop, the ishun-curl may be reversed and written on the n-hook side of the stem to indicate that the sound of *n* precedes the *s*; as,  dispensation,  transition.

A stem may be added after the ishun-curl; as,  sensational,  processional,  transitional.

**Shun-Hook after Y-Breve.**—The final syllables *-uation* may be represented by combining the y-breve and the shun-hook; as,  valuation,  insinuation,  infatuation.

**Phrasing.**—The initial n-curl may be used to represent the word *in*; as,  in some cases,  in full,  in question.







The final n-curl may be used to add the word *than*; as,  less than,  worse than,  faster than.

A small hook may be made inside the ter-hook to add *than*, *own*, or *been*; as,  better than,  rather than,  by their own,  had there been.



























































































When the v-hook is used on either a straight or a curved stem to represent *have*, the word *been* may be added by a small hook inside

the v-hook; as, ..... could have been, ..... which have been,  
 ..... to have been, ..... may have been, ..... should have been,  
 ..... we have been, ..... you have been, ..... they have been.

## WORD-SIGNS.

 careful	 correct	 financial-ly
 county	 collect	 respectful-ly

## READING EXERCISE.

A letter:           
          
          
          
          
 A letter:           
          
          
          
        

## WRITING EXERCISE.

insult	inscrutable	entwine	fasten	instructive
chasten	unsurmounted	unseemly	enslavement	insulator
untwisting	inspire	Ritterson	coasting	nesting
unfledged	inflame	blistering	possession	roughing
insomnia	accentuation	precision	requisition	trusting
unstrung	mizzenmast	listen	attenuation	reason
inflated	interposition	insuperable	Lenderson	unflinching
dusting	raisins	Cranston	insolent	to their own
insatiable	risen	invalidation	infliction	greater than
lessen	cousins	poison	arisen	brighter than
vexation	insecurity	resting	mentioning	can have been
serving	influx	influenza	inspired	shall have been
instruction	instrument	Anderson	Dawson	in full payment

Dear-Sir: .

Referring to-your recent inquiry as-to-the method-of raising revenue in-our city, I-will state that-all revenue for-the-use-of-the city is raised by direct taxation. All license moneys and police-court fines go to-the school-fund. Under-the law passed by-the last legislature a tax department has-been created with-an official whose duty it-is to-make-the tax lists and fix valuations. The tax lists are then reviewed and-amended by-the board-of equalization and-the assessment is made on-the basis of-the valuation so decided on. The results of-this-year show that-the city saves many-times-the expense of-this department in-the bringing to-light and-listing of both real and personal estates. When-the city lists were copied from-the county assessment rolls of-the preceding year, unscrupulous persons sometimes wholly escaped taxation.

I-enclose-a sample page of-our tax list, which in-some-respects is better-than any I-have-seen used by-other cities.

Mr. Manderson, of-the tax department, will answer any further inquiries you-desire to-make.

Respectfully,

# LESSON XXXII.

## PREFIXES.







"Com-" and "Con-" are generally represented initially by omitting the syllable *com-* or *con-* and placing the remainder of the word close to the preceding word; as, they commence, this company, if convenient. When for any reason words can not be written in proximity to indicate the omitted syllable, as at the beginning of a sentence or line, the syllable may be represented by a dot directly in line with the beginning of the stem; as, connected, communication, commissioner, compensation.




The syllables *com*, *con*, *cum*, and *cog* may be represented medially by omitting the syllable, disjoining the two parts of the word and writing them close together; as, recommend, unconscious, reconsider, encumbrance, recognize.






A few words of frequent occurrence containing the syllable *con* or *cum* medially are written with the two parts joined; as, inconsistent, inconsiderable, circumference, circumlocation.






In a few words the syllables *accom* are represented by the stem K, the remainder of the outline being sometimes joined and sometimes disjoined; as, accomplish, accomplice, accompany, accommodate, accommodation, unaccompanied.




The straight breve word-signs, except those which retain position when used initially, may be written across the beginning of a stem to indicate that the syllable *con-* or *com-* follows such breve word-




sign; as,  a constitution,  I congratulate,  of considerable,  the complainant,  he commences,  a contract.




*Cog-* at the beginning of a word is written in full; as,  cog-nate,  cognizant,  cognomen.





*Con-* at the beginning of a word, followed by the sound of *t*, is sometimes written in full; as,  continent,  contention,  contest,  contents. *Concession* is written .

**"Magna-," "Magne-," and "Magni-"** are represented initially by the stem M detached and written over the remaining part of the word; as,  magnificent,  magnetism,  magnanimous,  magnesia,  magnitude.

**"Self-"** is represented by a small circle on the line, the remainder of the word being written close to the circle and in its own position; as,  self-possession,  self-respect,  self-sufficient.

The word *selfish* and its derivatives are written with the remainder of the word joined to the circle, the circle retaining its position on the line; as,  selfish,  unselfish,  unselfishness.

When the syllable *com* or *con* follows the prefix *self-* the syllable *con* may generally be omitted; as,  self-conceit,  self-conviction,  self-composed.

**"With-"** is represented initially by the stem DH joined to the remainder of the outline and written in the position of the accented vowel of the word; as,  withdraw,  withdrew,  withhold,  withstand.

**"Fore-"** may be represented initially by the stem F disjoined and written close to the remaining part of the word. The prefix has no position of its own, being generally written slightly lower than the



stem it precedes; as, foreknow, foreknew, foretell, foreshadow.

Some words containing the prefix *fore-* are written in full, the first syllable being represented either by the stem F and the downward R, or by the stem F with the r-hook; as, foremost, forego, foreclose, forefathers.

**"For-"** is represented by the stem F joined to the remainder of the word, except where the following stem does not make a good joining; as, forbid, forsake, forbear, forgotten, forgive, forget.

**"In-"** and **"Un-"** when used to form the negatives of words beginning with the sound of *n* are represented by prefixing the stem N to the form of the positive; as, noxious, innoxious; natural, unnatural; noticed, unnoticed; necessary, unnecessary.

**"Im-"** when used to form the negatives of words beginning with the sound of *m* is represented by prefixing the stem M to the positive form; as, moderate, immoderate; modest, immodest; mortal, immortal.

**"Il-"** when used to form the negatives of words beginning with upward L is represented by the l-hook; as, legal, illegal; legible, illegible; logical, illogical.

**"Ir-"** when used to form the negatives of words beginning with upward R is represented by the r-hook; as, resolute, irresolute; respective, irrelative; reconcilable, irreconcilable.

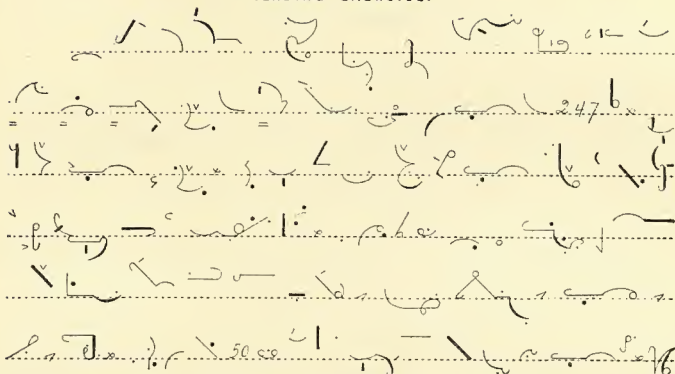
## WORD-SIGNS.

but, ob ject'

ob' ject

possible

## READING EXERCISE.



## WRITING EXERCISE.

condescend	convinced	cognize	foreclosure
withdrawal	selfishness	forbade	self-satisfied
foretold	immutable	unenviable	self-condemned
irreparable	irrepressible	cognition	accompanyist
magnificence	illegitimate	magnificently	irresistible
accomplished	unnerved	self-sustained	immobile
foreknown	magnifier	irredeemable	the complaint
innumerable	illegible	withstand	I control
illicit	forecast	uncomplaining	and contracted
self-contained	self-convicted	magnetic	he concluded
recommend	immovable	accompaniment	a composition

## WRITING EXERCISE.

Messrs. Converse & Company,

Concordia, Kansas.

Gentlemen:




Your letter asking my judgment as-to-the legality of-the contract for-the construction of-a grain elevator is at-hand. I-have examined it, and-although not cognizant of-all-the facts in-the-case, I-am-of-the-opinion that-it-is incomplete, illegal, and inconsistent, and-that it-would-not-be binding on-the parties. Although it contains many unnecessary provisions, certain desirable features have-been omitted. I-advice that as-a-matter-of self-protection you withhold-your approval and insist upon-a new contract being executed. As you-say, the law does-not magnify minor points in-this-class-of instruments, but rather seeks to enforce the evident intent of-the parties. It-is of-course possible that if-this agreement were executed in-good faith the courts would sustain it, but since no inconvenience will-be occasioned by-the delay, you-should take-the precaution named. You-can-not foretell what complications may arise. I-enclose draft of-a contract which I recommend for-your consideration. It-would-be immeasurably better to-make-the change now than to-run-the risk of-a legal contest.






Respectfully,








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

LESSON XXXIII.





## SUFFIXES.





"**Mentality**," and "**mental-ly**," used as suffixes, are represented by a half-length M with the n-hook, disjoined and written after the preceding part of the word. The outlines of all words ending with *-mentality* are written in the first position, and the disjoined suffix is also written in the first position; as,  instrumentality,  sentimentality,  fundamentality.





The outlines of words ending with *-mental* or *-mentally* are written in the position of the part of the word which precedes the suffix, even though the accent is on a syllable of the suffix, and the disjoined suffix is written on the line; as,  *instrumental*,  *elemental*,  *sacramental*,  *experimental*,  *sentimental*.





**"Ble" and "bly"** are represented wherever possible by the stem B and the l-hook. When, however, this will not join with the preceding part of the outline the syllables *-ble* and *-bly* may be represented by the stem B without the hook; as,  *unwarrantable*,  *invaluable*,  *admissible*,  *sensibly*,  *assignable*. Occasionally it will be found best to represent the syllable in full by adding the stem L; as,  *inaccessible*,  *inaccessibly*.







**"Bleness"** is represented by a detached stem B with the final s-circle; as,  *agreeableness*,  *variableness*,  *unsuitableness*,  *reasonableness*.









**"Fulness"** is represented by a detached stem F with the final s-circle; as,  *powerfulness*,  *carefulness*,  *artfulness*,  *fruitfulness*.





**"Iveness"** is represented by a detached stem V with the final s-circle; as,  *attractiveness*,  *pensiveness*,  *persuasiveness*,  *massiveness*.






**"Lessness"** is represented by a detached stem L with the final s-circle; as,  *fearlessness*,  *endlessness*,  *boundlessness*,  *carelessness*.




**"Ology"** is represented by the stem J, generally attached to the preceding part of the word, but occasionally disjoined; as,  *theology*,  *mythology*,  *physiology*,  *archæology*,


 ornithology,  osteology,  ontology. This termination is sometimes written in full when it joins conveniently with the preceding stem; as,  etymology,  zoology,  neurology.





"Self" is represented by the final s-circle, either attached or disjoined, or it may be written in full when it makes a good joining; as,  or  itself,  or  yourself,  or  ourselves,  himself,  myself.




"Selves" is represented by the large circle attached to the preceding stem; as,  themselves,  ourselves. *Yourselves* may be represented by the stem Y with the large circle either attached or disjoined; thus,  or  yourselves.

"Ship," when used as a suffix, is represented by the stem SH. If the preceding part of the word consists of a single stem, such stem is written in the position of the accented vowel and the SH is disjoined and written so that the middle of the stem is opposite the end of the preceding stem; as,  friendship,  stewardship,  courtship,  lordship,  hardship.





If the preceding part of the word consists of two or more stems, SH is joined; as,  workmanship,  executorship,  partnership.








The word *township* is written in full; thus,  township.








Derivatives from the noun or the verb *ship* do not follow this rule, but are written in full; as,  warship,  flagship,  unship,  reship.








"With" is represented by the stem DH joined to the preceding stem; as,  forthwith,  therewith. *With* occurring medi-ally is also represented by the stem DH; as,  wherewithal.








"**Worthy**" is represented by the breve-w and the stem DH joined to the preceding stem; as,  praiseworthy,  blameworthy,  noteworthy,  unworthy.

"**Ever**" is represented by the v-hook on straight stems and on straight breves which are written downward; as,  whichever,  wherever,  whoever,  however. *Ever* is joined to curved stems and semicircular breves by the stem V; as,  forever,  whatever,  whenever.

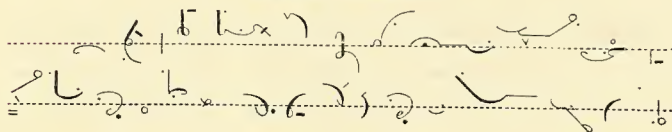
*-Soever* is represented by the s-circle and the stem V; as,  whosoever,  howsoever,  whithersoever,  whichever,  wheresoever. When the preceding part of the word ends with a circle, the stem S with the large final hook is used; as,  whosesoever,  whencesoever.

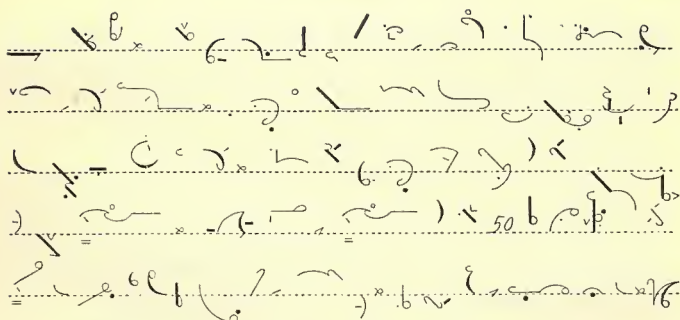
"**Form**" either finally or medially is represented by the stem F joined to the remainder of the outline; as,  platform,  reform,  perform,  uniform,  transform,  uniformity,  non-conformity.

## WORD-SIGNS.

 ever worthy satisfaction mental important-ce distinct

## READING EXERCISE.





## WRITING EXERCISE.

mindfulness	pathology	attentiveness	seasonableness
fashionable	destructiveness	lamentable	monumental
copartnership	wardship	thyself	doxology
harmlessness	changeableness	shamelessness	hatefulness
favorableness	invincible	joyfulness	rudimental
oneself	serviceableness	combativeness	listlessness
supplemental	seaworthy	theology	peaceableness
therewithal	insurmountable	permissible	complemental

Dear-Sir:

Your-letter-of-the 14th instant was delayed several-days in reaching me because of-your carelessness in addressing-the envelope.

The affairs of-your father's estate are in-the hands of Mr. George Jameson, the executor, in-whom your-father had-the greatest confidence. I-am-sure he-will perform-the duties of-his executorship in-a praiseworthy manner and to-the entire satisfaction of yourself and-the rest of-the heirs.

A-draft will-be-sent-you forthwith for-the full amount which-has-been allowed by-the court. By-reason of-the phraseology of-your father's bequest, no amount whatever can-be paid to-you without-an order-of-the court.

Mr. Jameson believes it-would-be detrimental to-the estate to-

dispose-of-the North-Dakota land at-this-time, as-it-is rapidly increasing in value. The rents received from-the houses and stores in-the-city will-be sufficient for-the-use-of-the heirs for-some-time. I-am-sure you-will-see-the reasonableness of-his position, and-that-you-will-be-glad of-his watchfulness over-the estate.

















Through-the instrumentality of Mr. Jameson and by-his prompt and forcible action, a valuable tract of land in Colorado on-which your-father had made a first payment has-been saved to-the estate.

The heirs should-not allow themselves to-be misled by-the attractiveness of immediate possession of-the wealth left them. Your-father's plan of leaving-the estate undivided until-the heirs are-all of-age is-a wise one.









Very-truly,







#### LESSON XXXIV.




#### DOT FOR "-ING" AND "H"—INITIALS—COLLOQUIAL CONTRACTIONS.




**The Termination "-ing"** may be represented by a dot placed after and directly in line with the stem. The dot is used after word-signs, in order that the outline of the original word may be unchanged; as,  parting,  coming,  charging,  becoming,  having,  owing. It is also used after half-length P, B, T, D, CH, J, M, H, Y, and downward L, for the reason that the stem NG does not make a good joining after these half-lengths; as,  accepting,  boating,  treating,  dating,  cheating,  jotting,  admitting,  beheading,  yachting,  belting.








**Breves in Place of Dot for "-ing."**—The breves for *a*, *an*, *the*, *he*, *him*, *of*, *you*, *your*, and *we* may sometimes be used instead of the






dot when the syllable *-ing* immediately precedes; as,  changing  
 having a-n,  owing the,  hoping he,  representing him,  speaking of,  hearing you,  hoping we.

This method of using a breve after *-ing* may be extended to words which form *-ing* with the stem NG; as,  making a,  taking him,  leaving you,  getting your,  planning the,  paying an.

Two breves joined may sometimes be written in place of the dot; as,  ordering of the,  giving of your,  making of a.

"Ings" may be represented by a small circle written after and directly in line with the end of the stem; as,  meetings,  doubtings,  questionings. It is so represented only after words with which the dot is used for *-ing*.

**Dot for "H."**—The initial sound of *h* before the stems P and B is represented by a dot written beside the vowel which precedes the stem; as,  happy,  hopeless,  habitation,  habit,  hoop,  hub,  hip.

The sound of *h* may also be represented by the dot in the middle of an outline, where neither the stem H nor the h-breve makes a good joining, or for the purpose of shortening an outline; as,  unhappy,  inhabitant,  Abraham,  apprehension,  mishap.

**Initials**, except *A*, *E*, *I*, *O*, *U*, *Q*, and *X*, are represented in shorthand by the corresponding stem, placed usually in the position indicated by the name of the letter. In order to make a more certain distinction between light and heavy stems used as initials, a dash is written across all heavy stems.

The following is a list of the initials:

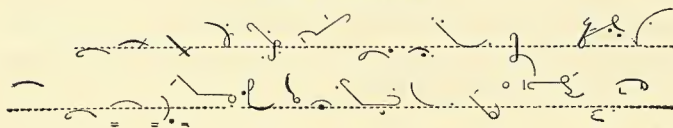
... A.	... G.	... M.	... S.	... Y.
... B.	... H.	... N.	... T.	... Z.
... C.	... I.	... O.	... U.	
... D.	... J.	... P.	... V.	
... E.	... K.	... Q.	... W.	
... F.	... L.	... R.	... X.	

**Colloquial Contractions**, such as *can't*, *they'll*, *I'm*, etc., are written in shorthand with the same outline as the uncontracted phrase, and are distinguished by having the apostrophe written either below or above the outline. These contractions are not used in carefully written English, nor in the best business correspondence. When they are used by the dictator the stenographer should transcribe them in full. In court testimony, however, they are of frequent occurrence and when so used should be shown in the transcript.

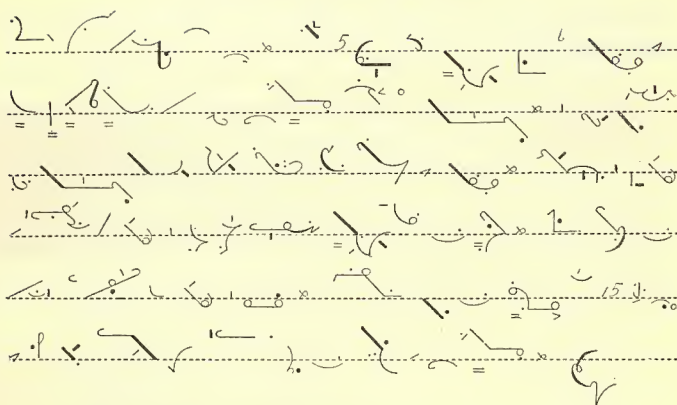
The following is a list of the more common colloquial contractions:

... can't	... wouldn't	... they're
... couldn't	... I'll	... you're
... hadn't	... we'll	... we're
... don't	... they'll	... I'm
... didn't	... you'll	... you've
... shouldn't	... he'll	... I've

#### READING EXERCISE.







## WRITING EXERCISE.

folding	correcting	collecting the	vaulting
speaking	acknowledging	trading	hobby
happen	repeating	inhabit	noting
hearing	estimating	experiencing	shooting
jutting	beginnings	doubting	putting
getting	inviting	establishing	hearing of your
belongings	hypocrite	hapless	remitting him
hoop	chatting	recollecting	hoping you
annotating	changing	giving	believing we
awaiting	awaiting your	footing	treating of the

Mr. D. G. Barry,  
Des-Moines, Iowa.

Dear-Sir:

I-have-been endeavoring to-perfect the title to-your lot in block 83 as required by-the American Rubber Belting Company before they-will purchase it. I-have begun-a friendly suit against Thomas V. Alden, from whom you-bought-the lot. I-have-taken his deposition and-proved that-the missing deed can-not now be-found. The

following is-his answer to-my question as-to what had become of-the document:

"I-don't-know where-the deed is now. I'm-sure I-didn't destroy it. I-recollect putting it in-an envelope with some-other papers and-laying them away where I-thought they would-be safe, but I've not seen them since and can't find them. Maybe they'll be-found some-day, but I-doubt it. They're probably lost."

I also took-the deposition of John Q. Drake, the notary before whom the deed was signed, showing-the date when-his commission expired. I-have also obtained-a quit-claim deed from-the heirs of A. E. Logan. I-expect soon to-get a decree quieting-the title.

Very-truly,







## LESSON XXXV.







### PAST TENSE OF REGULAR VERBS.





Regular verbs form the past tense by adding *-ed* to the present tense. In writing the past tense in shorthand the outline of the present tense must be so changed as to add a final sound of *t* or *d*. The method of expressing this final sound depends upon the ending of the form of the present tense.





**Ending with a Full-Length.**—When the present tense of a verb ends with a full-length stem, either with or without a final hook, the past tense is formed by halving such final stem; as, ~~N~~. obey, ~~N~~. obeyed; ~~pick~~ pick, ~~pick~~ picked; ~~learn~~ learn, ~~learn~~ learned; ~~plan~~ plan, ~~plan~~ planned; ~~caution~~ caution, ~~caution~~ cautioned.











A full-length stem, however, should never be made half-length to add the final syllable *-ed* unless it makes an angle with the preceding stem. When there is no angle the stem T or D should be used; as, ~~judge~~ judge, ~~judge~~ judged; ~~like~~ like, ~~like~~ liked; ~~cook~~ cook, ~~cook~~ cooked.





In a few words ending with a full-length, the past tense is formed by adding the stem D instead of halving the stem; as,  key,  keyed;  annoy,  annoyed;  mislay,  mislaid.







When the final stem is a downward R, the past tense may be formed by changing to an upward half-length R if the downward R makes no angle with the stem which precedes; as,  fear,  feared;  acquire,  acquired;  clear,  cleared.









When the final stem is S or Z, the past tense may be formed by changing the stem S or Z to the s-circle and adding the stem D; as,  busy,  busied;  ensue,  ensued.











When a word consists of the initial consonants *st* followed by a vowel, and is written with the s-circle and the stem T, the past tense is formed by prefixing the st-loop to the stem D; as,  stew,  stewed;  stay,  stayed.









**Ending with a Half-Length.**—When the present tense ends with a half-length stem, the past tense is formed by changing the half-length to a full-length, and adding half-length T or D; as,  report,  reported;  protect,  protected;  include,  included;  paint,  painted;  act,  acted.







When, however, a final half-length stem ends with a hook which prevents the joining of the stem T, both stem and hook must be changed to full-length stems and half-length T or D added; as,  invent,  invented;  confound,  confounded.





When the present tense ends with a half-length downward stem with which T or D does not make an angle, the past tense is formed by changing the half-length to a full-length and writing immediately after it a detached half-length T or D; as,  deed,  deeded;  award,  awarded;  annotate,  annotated.







When the present tense is formed by the stem W, H, or Y, the past tense may sometimes be formed by changing such stem to its corresponding breve and adding the stem T or D; as,  weigh,  weighed;  wait,  waited;  heat,  heated;  yield,  yielded.







**Ending with a Double-Length.**—When the present tense ends with a double-length without a final hook, the past tense is formed by changing the double-length to a full-length and adding a half-length T, D, or TH, with the r-hook; as,  water,  watered;  loiter,  loitered;  lather,  lathered;  order,  ordered;  mutter,  muttered.







When the present tense ends with a double-length with a final hook, the past tense is formed by changing the double-length to a half-length and adding a half-length downward R; as,  encounter,  encountered;  winter,  wintered;  render,  rendered;  ponder,  pondered.









The past tense of verbs ending with a double-length may sometimes be formed by adding the stem D to the form of the present tense; as,  enter,  entered;  further,  furthered;  feather,  feathered.





**Ending with a Circle.**—When the present tense ends with an s-circle, the past tense is formed by changing the circle to a small loop; as,  cross,  crossed;  miss,  missed.





When, however, the final circle is within a hook or curl, the past tense is formed by changing the hook or curl to its corresponding stem and adding the st-loop; as,  fence,  fenced;  license,  licensed;  mince,  minced.





When the present tense ends with a large circle, the past tense is formed by adding the stem T or D; as,  possess,  possessed;  exercise,  exercised;  capsize,  capsized.









**Ending with a Loop.**—When the present tense ends with a small loop, the past tense is formed by changing the loop to a circle and adding half-length T or D; as,  post,  posted;  fast,  fasted;  list,  listed.

When the present tense ends with a large loop, the past tense is formed by changing the large loop to a small loop and adding a half-length R, written either upward or downward; as,  administer,  administered;  foster,  fostered;  register,  registered;  upholster,  upholstered.

When neither the upward nor the downward R will join conveniently after the loop, the large loop may be changed to a circle and a half-length T with an r-hook added; as,  master,  mastered;  muster,  mustered.













**Ending with an N-Curl.**—When the present tense ends with an n-curl, the past tense is formed by changing the curl to a stem N made half-length; as,  hasten,  hastened;  lessen,  lessened.







**Past Tense of Word-Signs.**—The past tense of most word-signs is formed by halving the final stem; as,  acknowledge,  acknowledged;  refer,  referred.

The past tense of a few word-signs is written in full; as,  believe,  believed;  collect,  collected;  question,  questioned;  change,  changed.







The past tense of certain word-signs is formed by writing a detached T or D immediately after the form of the present tense; as,



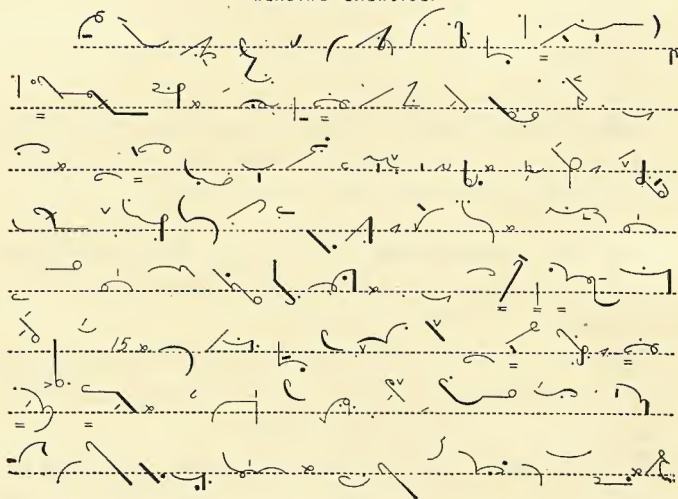
 object,  objected;  subject,  subjected;  frequent,  frequented;  neglect,  neglected;  publish,  published;  recollect,  recollected.

The past tense of a few word-signs is formed by changing a final circle to a loop, or by adding the st-loop; as,  advertise,  advertised;  experience,  experienced;  practice,  practiced.

## WORD-SIGNS.

 frequent	 advertise	 probable-y
 neglect	 public-sh	 probability

## READING EXERCISE.



## WRITING EXERCISE.

Write the past tense of the following verbs:

 condense	 fashion	 criticise	 matter
 sequester	 hate	 vacate	 intend
 doubt	 witness	 banter	 bob
 evince	 listen	 incline	 refund
 thunder	 draft	 bolster	 leak
 weed	 last	 announce	 filter
 contract	 silence	 guess	 reason

Mr. J. T. Trowbridge,

Boise, Idaho.

Dear-Sir:










I looked for a-letter from-you yesterday, but failed to-receive it and telegraphed you that we-had-been awarded the-contract for-the ditch across-the Cambridge Valley, and-that as-soon-as you-were through in Boise I-wanted-you to come here. I-have ordered the necessary tools shipped from Shelton and-have mustered a force-of about a-hundred men. I-have promised to begin work on-the 10th, and should like very-much to-have-you here at-that-time. The irrigation company has emphasized the fact that-the contract calls for-the completion of-the ditch about November 1st. So-much time has already been wasted that-the work will-have to-be pushed as-much-as-possible. Please write me fully the-condition of affairs in Boise so-that I-may know what to count on.









Very-truly-yours,




## LESSON XXXVI.













## OMISSION OF CONSONANTS.





To shorten outlines, or to avoid difficult joinings, consonants may be omitted in the following cases:

**P after M** when indistinctly sounded may be omitted from the outline; as,  tempt,  stamped,  prompted,  empty,  exempt,  presumption,  assumption,  pumped,  glimpse.

**The Sound of K after the Sound of Ng** is in many words indistinct, and may generally be omitted; as,  linked,  ranked,  distinction,  sanction,  anxiety,  tincture,  sanctity,  function.

**Ng in the Middle of a Word** sometimes has a double sound, first the sound of *ng* and then an additional sound of *g*, as in the words *anger* and *finger*. This second sound of *g* need not be represented in the outline; as,  angle,  finger,  English.

**T after S** in the middle of a word may be omitted in cases where the following stem will not join after the st-loop; as,  postpone,  listless,  restless,  postoffice,  testimony,  testify,  trustworthy. In a few phrases *t* is similarly omitted; as,  must be,  must not,  first class,  first place,  last night.

**M after T and before Pr** may be omitted in such words as  temperance,  temporary,  temporarily,  in-temperate.

**The Final Syllable "tial" or "tially"** occurring after the sound of *n* may be omitted, the outline terminating with the *n*-hook; as, potential-ly, essential-ly, confidential-ly, reverential-ly, providential-ly, presidential.





**Omission of Hooks.**—In the outlines of words in which two hooks occur together in such a way as to make it difficult to write both, one of the hooks may be omitted; as, identical, landlord, spendthrift, stranger, challenger, passenger.





The *n*-hook may be omitted before the syllable *-ment* where the joining would be difficult to make; as, attainment, assignment, adjournment.






The sound of *n* when followed by *s* need not be represented in the middle of an outline if the joining of the first and second stems is such that the circle is thrown on the outside of the angle; as, transpose, transmit, transact, dispensary, transom, chancery, princely, Pennsylvania.




It will be observed that in the above words the circle is on the *n*-hook side of the first stem, which would imply the sound of *n* before *s* if no other stem followed; but as the simple *s*-circle occurring between two stems is written on the outside of the angle, the sound of *n* must be regarded as canceled, although the form naturally suggests the omitted *n*. When the stem following the circle does not allow the circle to be written on the *n*-hook side of the stem, the stem *N* should be used; as, transcend, transfigure, transfuse, transfer, pencil, cancel, council.




*Transp<sup>l</sup>aint* is written .




The sound of *r* in the syllables *-scribe* and *-script* need not be represented in the shorthand outline in cases where the *r*-hook can not be written; as,  subscribe,  proscribe,  transcribe,  transcript.





**Words and Syllables Omitted from Phrases.**—The words *and* and *a* are sometimes omitted in the formation of phrases of frequent occurrence; as,  again and again,  more and more,  years and years,  once in a while.




*From* and *to* may be omitted in writing such phrases as *from day to day*, *from year to year*, etc., the two remaining words of the phrase being written close together; as,  from day to day,  from year to year,  from hour to hour,  from place to place. The two words may be joined in a few phrases; as,  from time to time.

*Of* is omitted in writing a few phrases; as,  cause of action,  point of fact,  bill of sale.

The word *extent* following another word in a phrase may be represented by omitting the first stem; as,  great extent,  certain extent,  full extent.

*Remember* standing alone is represented by a word-sign () but in some phrases the final stem only is used; as,  do you remember,  how do you remember.

*Company* when not used in phrases is written , but when following another word in a phrase it may be represented by the stem **K**; as,  trust company,  railway company,  railroad company.

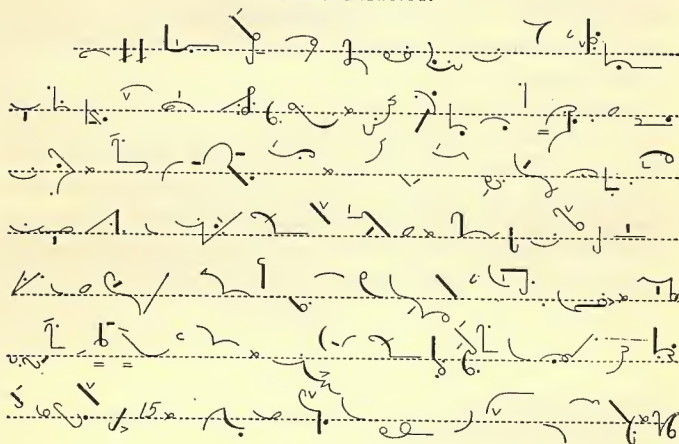
*Session* following another word in a phrase may be represented by the ishun-curl; as,  same session,  extra session,  court of sessions.



## WORD-SIGNS.

..... remark ..... danger ..... New York  
 ..... remember ..... San Francisco ..... Massachusetts

## READING EXERCISE.



## WRITING EXERCISE.

Mr. F. H. Wallace,  
 Assistant Attorney C. & P. Railway-Co.,  
 Reading, Pa.  
 Dear-Sir:

Your-letter stating that suit has-been brought by-the N. & S. Rail-  
 road-Co. for possession. of-the triangle just west of-the passenger  
 depot grounds was-received last-night. I-desire-you to-take prompt  
 action to-defend this suit. This piece-of ground was deeded to-us  
 by-the city some eight years-ago. The transaction is-a-matter-of  
 record, and you-should get a-transcript of-the proceedings of-the

council and-call upon-the proper officials to-testify to-these facts. Mr. T. B. Casey, confidential clerk in-the president's office, can perhaps assist you.

Prior to-the date of-this deed, the N. & S. was permitted by-the city from-time-to-time to-lay temporary tracks across this triangle and-we-had to-bring suit to-compel them to-remove these tracks. What-the N. & S. wants is-a strip about eight feet wide across-the north end-of-the triangle to-enable them to-lay a double track into-the depot grounds.

In-point-of-fact, there-is some danger that-the courts will decide that-the city had no right to deed this piece-of ground, and for-that reason a settlement should-be-made if-possible with-the N. & S. by giving them eight feet for-the laying of-this track upon-the payment of-a reasonable amount. The case can-not come up for trial before-the adjournment of-the May term-of-court, and-I-am anxious to-settle-the matter before-the next term if-possible.

Respectfully,

Mr. K. O. Thompson,  
Chester, Pennsylvania.

Dear-Sir:

I-am-very-glad to know that-you contemplate reopening-your store in-the-near-future. Your prompt and-prudent action when-you found yourself involved has won for-you the-confidence and-respect of business men. The fact that-you-have-not attempted to reopen until you-have made a satisfactory settlement with-your creditors is much in-your-favor. We-shall-be-glad to extend a-line of credit to-you on-the showing you-have made in-your letter. We-wish-you success in-your new enterprise.

Very-truly-yours,

LESSON XXXVII.

MISCELLANEOUS RULES FOR PHRASING.

**"Us"** may be added by the s-circle to breve word-signs and to prepositions represented by a single stem; as, of us, with us, without us, on us, for us, among us; between us, against us.

*Us* after verbs may sometimes be represented by the stem S; as, send us, take us. After the verb *let*, however, the s-circle may be used to represent *us*; as, let us, let us know, let us hear.







**"Of"** is generally represented in phrases by the breve or by the v-hook, but where neither of these methods can be used the stem V may represent *of*; as, one of the, most of the.











*Of it* is represented by half-length V in some phrases; as, of it, of its, one of its, most of its.





*Of their* is represented by double-length V in some phrases; as, one of their, most of their.



**"Have"** is generally represented in phrases by the breve or by the v-hook, but when neither of these methods can be used the stem V may represent *have*; as, must have, have their. *Been* may be added by the n-hook; as, must have been, must have been there, shall have been there.





**Other, Their.**—*Other* and *their* when used in phrases will sometimes conflict. To distinguish phrases containing the word *other* the





light second-position dash vowel may be inserted; as,  for their,  for other;  which their,  which other;  as their,  as other.

**Are, Were.**—*Are* and *were* are both represented by upward R, and are distinguished by position. When following another word in a phrase, however, this distinction is lost, and it becomes necessary to adopt different forms for the words. *Are* following other words in a phrase is represented either by the r-hook or by the downward R, while *were* is always represented by the upward R; as,  they are,  they were;  as those are,  as those were;  there are,  there were;  if you are,  if you were;  we are,  we were.







**Less, Else.**—*Less* and *else* used finally in phrases are distinguished by writing the former upward and the latter downward; as,  little less,  little else;  nothing less,  nothing else.





**Last, Least.**—*Last* and *least* are distinguished by writing the former upward and the latter downward; as,  at last,  at least.







**Lately, Little.**—*Lately* and *little* may be distinguished by vocalizing the former and leaving the latter unvocalized; as,  but lately,  but little;  very lately,  very little.






**"The Other"** may be represented by a double-length TH; as,  the other,  as long as the other,  on the other hand,  the other day.



**"Well"** is represented by the stem L with the large initial hook when this form will make a good joining with the other words of the phrase, and by the stem L when the hook can not be joined; as,



 well done,  well known,  well-meaning,  as well as,  just as well,  may as well.





**"Far"** is represented by F and downward R when this form will make a good joining with the other words of the phrase, but when more convenient the r-hook is used; as,  as far as,  far away,  so far as,  as far as they have.





**"Part"** is represented by the word-sign () when it will join conveniently with the other words of the phrase, and by the word written in full () when the word-sign will not join; as,  on your part,  on his part,  on my part,  in some part.

**"Or"** when standing alone is represented by the downward R, but in phrases either upward or downward R may be used; as,  day or two,  had or not,  said or done,  before or after,  greater or less.




**"Hour"** when standing alone is represented by the downward R, but in phrases either upward or downward R may be used; as,  hour or two,  hour after hour.




**"Did,"** following a stem word, is made half-length to distinguish from *do*; as,  where did you go,  where do you go.




**"Should" and "Could"** are not joined after stems in phrases, as they conflict with *shall* and *can*, but are disjoined and written in the third position; as,  that we shall,  that we should,  if you can,  if you could.









**"New" and "Saint"** when forming part of geographical names are raised or lowered to allow the remaining part of the name to keep its position; as,  New Jersey,  New Mexico,  St. Paul,  St. Louis.











**"State"** at the beginning of a phrase is represented by the st-loop on the stem T, but it may be represented finally or medially by the s-circle and half-length T when more convenient joinings can thus be made; as,  this State,  in this State,  any statement.







**"Mister" (Mr.)** when written initially in a phrase may be raised to allow the following word to retain its position; as,  Mr. President,  Mr. Chairman,  Mr. Smith.

**"Therefore"** may be expressed in phrases by the ter-hook, the double-length, or the ster-loop, followed by the stem F, with or without the r-hook; as,  it therefore,  if therefore,  is therefore.

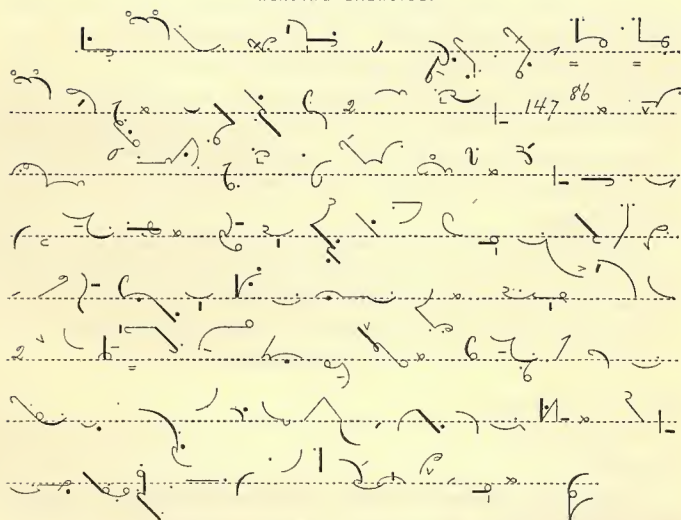
**Word Outlines Changed in Phrases.**—The outlines of words are often changed in phrases by using hooks instead of stems, or stems instead of hooks; as,  one or more,  bear in mind,  at any rate,  in like manner,  right or wrong,  at all events,  my dear sir,  set forth.

**Omission of Syllables.**—In writing some phrases certain consonants, syllables, or words are omitted; as,  I will not,  for instance,  much more,  by express,  yours truly,  for the purpose,  Secretary of State,  House of Representatives. Many others of this class will be found under the heading "Phrases."

## WORD-SIGNS.

 half	 horse	 thank
 home	 superintendent	 think

## READING EXERCISE.



## WRITING EXERCISE.

Mr. D. W. Morehouse,  
Chicago, Illinois.

My-dear-Sir:

Your-letter-of-the 26th is received, in-which-you state that-you-are looking for a good location for a farm for-the raising of high-grade horses and-that your-attention has-been called to-our farm near Elgin. We-have owned this farm for fifteen years, and-have but-lately decided to-dispose of-it. It-is one-of-the-best equipped stock farms in-this-State, and we-are offering it for \$40,000. It contains 100 acres-of fine grazing land lying almost level, as-well-as ten acres-of timber. There-are two stables with-a capacity of fifty head-of horses, besides twelve box stalls. A cottage on-the farm is used by-the superintendent and-his family. Rooms for-the-other men

are finished off in-the stables. The house contains ten large rooms, and-is modern in every-respect. We-were offered \$38,000 cash for-the place a week-or-two ago, but we-feel that we-must-have at-least \$40,000, as-other land in-this vicinity is selling at high prices. We-think it-would-be well for-you to-go out to-Elgin some-day this week for-the-purpose-of seeing-the farm. Mr.-Smith, our superintendent, will show-you every courtesy. He-is away at-present, but will-be home Tuesday.

If-not convenient for-you to-pay-the full amount in-cash, we-will let-you have-the place on-the payment of \$30,000 and-an agreement on-your-part to-pay-the remainder in-one-year

We-would thank-you if-you-would let-us-know-your decision.

Yours-truly,

Mr. R. P. Dempster,

Scranton, Pa.

Dear-Sir:

I-have-been requested by-the president, Mr.-Mason, to-state some-of-the reasons why our road has-been unable-to furnish-you cars as rapidly as you-have desired. In-the-past two years the business of-our company has more-than doubled. The same increase is shown by-other roads. We-have placed orders for cars at various times, but so-far have-been able-to get only about one-half of-what we-have ordered, as-other companies were also placing large orders. We-have in-part remedied the trouble by laying-a double track on-our main line, thus enabling us to increase-the speed of freight-trains. We-have endeavored to-be perfectly fair in furnishing cars to-our customers, and-you-may-be-sure you-have-had-your full share. We-regret that we-were unable-to give-you all-you needed. We-are now getting our orders for cars filled more rapidly, and-trust in-the-near-future to-be-able-to supply all demands.































Yours-truly,

## LESSON XXXVIII.






















## WORDS WITH PECULIAR OUTLINES.

There are many words whose shorthand outlines are not written in accordance with general rules. The reason for this variation is usually to avoid difficult joinings, or to shorten outlines. This lesson contains a partial list of these words, grouped according to their peculiarities. Where derivatives are formed like the primitive, only the primitive is given; but in a few instances where they differ both are given.













Outlines in which initial or final R, L, or SH is not written in the direction specified in the rules:

 accidental	 exerts	 resume
 arrival	 fallen	 retire
 arrive	 finish	 return
 barn	 material	 serve
 boundless	 northeastern	 started
 coercion	 officer	 sugar
 declaration	 ornament	 surplus
 dismal	 resemble	 surrounding
 eastern	 resort	 turn
 entirely	 result	 unlimited

























Outlines which do not admit of perfect vocalization:

	anthracite		introduce		profit
	anticipate		monitor		profitable
	boldest		organization		protestant
	indefatigable		participate		protestantism
	indistinct		philanthropy		rheumatism
	interest		philanthropic		signature
	interesting		professor		supervisor

Outlines in which stems are used where the sounds suggest a hook or other modification:

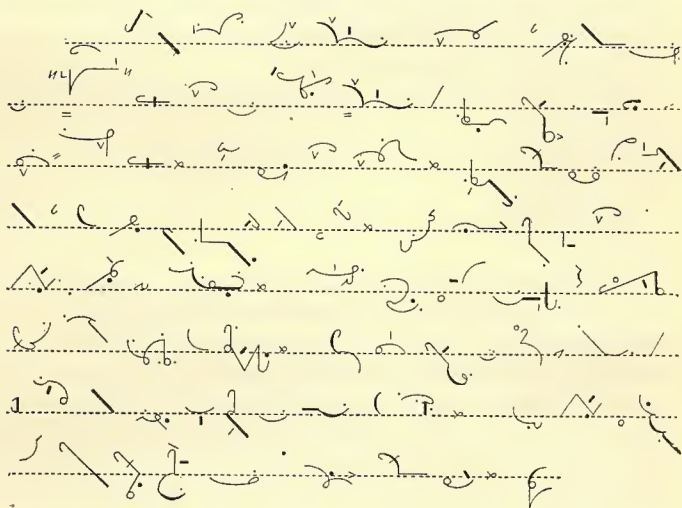
	affectionate		determined		mentioned
	ancestors		endorse		multitude
	boisterous		engendered		northern
	charter		mention		Watertown

Outlines in which hooks are used in a peculiar way:

	balance		Maryland		relief-ve
	delight		outfit		rely
	delightful		penitentiary		retribution
	downright		prevent		slackwater
	expenditure		refrigerator		subterranean
	frank		regulate		subterfuge
	Franklin		relate		wigwam
	girl		release		workmanlike



## READING EXERCISE.



## WRITING EXERCISE.

Mr. T. D. Franklin,  
Watertown, Wisconsin.

Dear-Sir:

I-return for signature your-estimate-of-the cost of labor and-material to-be-used in repairs of-cars on-the Northern Division. The materials mentioned will of-course be furnished on proper requisition. There-are about twenty-five of-these cars in-the shops now, and-the remainder will-be-sent in later.

I rely on-you to-see that-these repairs are made in-a workmanlike-manner and-without any unnecessary expenditure. In-your report please set-forth-the cost of repairs to-each car, as we-wish to-make bills against-the various companies owning-the cars.

In-your letter you-mention the arrival-of six cars from-the North-Eastern division and ask what shall-be-done with-them. Do nothing

with these cars now, at-any-rate not until after-the outfit of-the Northern Division is put in-good condition. There-is-an almost unlimited amount of-this work that could-be-done, but we-must confine ourselves to-that which-is most needed.

When-you-have signed-your estimate please return it to-this office, and-oblige

Yours-truly,

Mr. I. H. Welch,  
Denver, Colorado.

Dear-Sir:

Your-interesting letter came to-hand today. I-am-glad you-have-your organization about completed, and-that-you-will soon be ready for business. I-read with much interest the prospectus you-enclosed. I-was-sorry not to-be at-the meeting to participate in-the election of officers and-the framing-of-the charter. You-have-not mentioned who-was chosen president, but I-presume that office was given to-you. I-hope the business when once started will prove profitable and-that-the location which-has-been selected will prove to-be-a good one. It-must-be a-great relief to-you to-have your-affairs take so favorable a turn.







Wishing-you-and-your organization the greatest success, I-am

Yours-truly,







## LESSON XXXIX.

### WORDS WITH PECULIAR OUTLINES (continued).




Outlines in which a half-length stem S is made upward to avoid difficult joinings:

	elocutionist		factionist		prohibitionist
	excursionist		fusionist		protectionist













Outlines which are disjoined to avoid long forms or difficult joinings:

 attitude	 detained	 supernatural
 deadened	 straightened	 tightened



















Outlines in which a double-length is joined to a full-length of the same kind, thus making a triple-length:































 preponderance	 preponderate	 propounder
--	--	--

Outlines in which some sound is not represented:

 distinguished	 overwhelming	 whether
 handkerchief	 sanguine	 while
 identical	 transatlantic	 whither
 relinquish	 wheel	 why

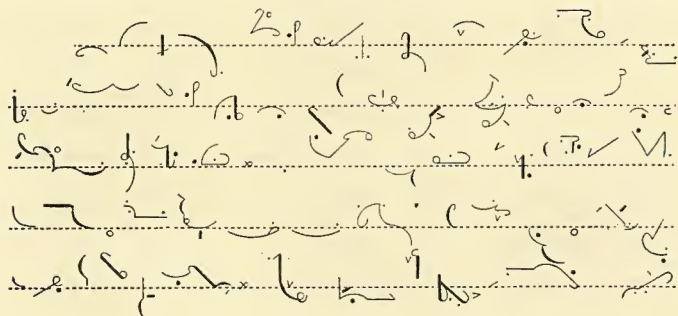
Outlines showing various modifications, usually for the sake of better angles:

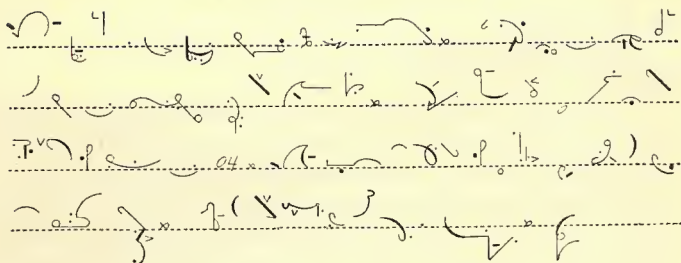
 agitate	 chancing	 dentistry
 agitated	 clandestine	 Denver
 alternative	 cleansing	 dynamite
 antiquity	 conscientious	 ennoble
 associate	 dancing	 erratic
 association	 disaster	 fortunate
balancing	disastrous	fortune

 foundation	 judicial	 Seattle
 generate	 judicious	 sedate
 illustrate	 museum	 snowstorm
 illustration	 ordinary	 spirit
 independent	 perpetual	 standstill
 Indiana	 political	 stupendous
 Indianapolis	 politics	 superstitious
 indignant	 recipient	 voluntary
 individual	 rewritten	 whereabouts
 internal	 scientific	 whirlwind

Peculiar forms are also sometimes used for the purpose of distinguishing words which would otherwise be represented by the same outline. These will be found under the heading "Words Distinguished."

#### READING EXERCISE.





## WRITING EXERCISE.

Mr. F. G. Carson,  
Indianapolis, Indiana.

Dear-Sir:

Upon my return from-a trip to-Denver and Seattle I-found your-letter-of-the 17th instant.

I-went up to-look at-the "Independent" mine in Clear Creek County and found all work at-a standstill for lack-of dynamite. A severe snowstorm had rendered-the roads almost impassable. An analysis of-the ore thus-far taken-out from-the mine shows it to-be very rich in-both gold and-silver. The work is-to-be pushed as-soon-as-the weather permits. I-am-satisfied that we-have a good investment and-that we-shall receive large dividends this-year.

I also took a side-trip into-the center-of Oregon and-looked at land in various places. I-believe it-will-be only-a few-years before-a railroad will go through this part-of-the State, and-that-a few thousand-dollars invested in lands now will-be the foundation of-a fortune. I-am-therefore planning to-make another trip out-there in-the spring for-the-purpose-of buying land, for I-am sufficiently sanguine to-invest at-least half of-my ready funds. I-wish-you-would arrange to-take this trip with me. Let me know whether it-will-be practicable for-you to-do-so.

Yours-truly,



Mr. E. Y. Martin,  
Palm Springs, California.

Dear-Sir:

I-was today the recipient of-a very ordinary looking parcel which on being opened proved to-contain some very valuable specimens for-the museum. From-a scientific standpoint these specimens are of peculiar interest, as-they show some variations not often found. I-am now at-work upon-an illustrated pamphlet on-the Beetles of-the Colorado Desert, and shall-be-able-to-add several species found among these which have-not before been reported. The Association wishes me to-express to you its appreciation for-the valuable additions you-have made to-the museum.

Yours-truly,

---

## LESSON XL.

### PLURAL VOWELS—VOWELS JOINED TO STEMS.

For all ordinary amanuensis work, concurrent vowels may be represented by the vowel and diphthong signs written at different distances from the consonant stem, as explained on pages 11 and 14; or, if occurring between two stems, one may be written with the first stem and the other with the second stem, as explained on page 19. For verbatim and court reporting, however, it will be found convenient to have special signs to represent the more common of these concurrent vowels.

**Plural Vowel Signs** consist of breves joined at different angles, or of breves joined to diphthongs. The plural vowels for which signs have been provided always contain the short sound of *i* (or some other indistinct light vowel), either preceding or following another vowel or a diphthong.

The following is a list of the plural vowel signs, with words illustrating their use:

	ä-ĩ as in		naïvete.
	ā-ĩ "		laity, voltaic, mayor.
	ē-ĩ "		reiteration, deity, theater.
	ĩ-ä "		Iago.
	ĩ-ā "		variation, opiate, radiator.
	ĩ-ē "		minutiae.
	ĩ-ă "		alluvial, myriad, area.
	ĩ-ē "		requiem, easier, acquiesce.
	ĩ-ĩ "		varying, babyish.
	ă-ĩ "		lawing, thawing.
	ō-ĩ as in		billowy, Owen, Noah.
	ōō-ĩ "		ruin, bluish.
	ĩ-ō "		folio, ratio, Ontario.
	ĩ-ō "		periodic, geography.
	ĩ-ũ "		premium, opium, alluvium.
	ĩ-ĩ "		vieing, dial, viol, viaduct.
	oy-ĩ "		boyish, alloying.
	ow-ĩ "		allowing, vowel.
	ew-ĩ "		Dewey, annuity, fuel.
	ĩ-ĩ "		genii.
	ĩ-oy "		Honeoye.

The diphthong *i* followed by the short sound of *i* (represented by the sign ) will be found convenient for vocalizing such words as via, diamond, bias, etc., and should be learned.

**Vowels Joined to Stems.**—In a few cases the heavy dash vowel  $\bar{o}$  is joined to the stem which follows it; as,  $\overset{\curvearrowright}{\bar{o}}$  old,  $\overset{\curvearrowright}{\bar{o}}$  o'clock,  $\overset{\curvearrowright}{\bar{o}}$  Ohio,  $\overset{\curvearrowright}{\bar{o}}$  O. K.,  $\overset{\curvearrowright}{\bar{o}}$  O'Connor,  $\overset{\curvearrowright}{\bar{o}}$  O'Connell.

**Words Composed of Vowels Only.**—A few words are composed of vowels only. Word-signs have been provided for all these words found in the English language, such as *owe*, *aye*, *awe*, *ah*, *a*, etc. A few proper names from other languages consist of vowels only. They may be represented in shorthand by first writing the stem T and making a stroke through it, which is regarded as a cancellation, and then writing the vowels in their proper positions, the first vowel before the stem and the second vowel after the stem; as,  $\overset{\curvearrowright}{\bar{o}}$  Io,  $\overset{\curvearrowright}{\bar{o}}$  Ai,  $\overset{\curvearrowright}{\bar{o}}$  Aæ,  $\overset{\curvearrowright}{\bar{o}}$  Aæ.

#### WRITING EXERCISE.

Zion	shadowy	menial	grayish	million
showy	lion	solio	Indian	jewel
tapioca	geometric	diadem	bias	haying
pavilion	mediator	ammonia	dower	Napoleon
radiation	chaos	odium	piano	diamond
maniac	sawing	champion	rebellion	idiom
creator	Jewish	lineage	avowal	opium

Mr. Thomas X. O'Connor,  
Xenia, Ohio.

Dear-Sir:

Your telegram was-received this-afternoon at about 2 o'clock. By making-a special effort we succeeded in getting-the goods shipped on-the evening train. Enclosed find bill.

We also acknowledge receipt-of-your remittance of \$87.25, which balances your old account.

Thanking-you for both-the order and-the remittance, we-are

Yours-truly,

## WORD-SIGNS AND THEIR DERIVATIVES.

There is no more important branch of shorthand study than the word-signs and their derivatives. A large number of the most commonly used words of the language, as well as many words which occur frequently in legislative or court reporting, are represented by these briefer forms. There is also a group of words used chiefly in reporting sermons or religious conventions. While some of these word-signs will not often be found in the work of the ordinary amanuensis, no student should be satisfied until he has thoroughly learned the entire list. About 225 of these word-signs, together with a number of their derivatives, have been given in connection with the preceding lessons.

In the list of "Word-Signs and Their Derivatives" which immediately follows, the word-signs are placed close to the left-hand margin of the column, while the derivatives are slightly indented.

Plurals which are formed by simply adding the s-circle are not shown in this list, only a few plurals of unusual construction being included.

The rule for forming the past tense of verb word-signs is given on page 125. Outlines for the past tense of each verb are, however, included in the list.

As explained on page 118, *-ing* is added to most word-signs by the dot. Six word-signs, however, add *-ing* by the stem, as follows: *Cross-examining*, *doing*, *going*, *owning*, *sympathizing*, and *willing*.

The same outline is sometimes used for two or more words, but the grammatical construction of the sentence will always determine which word is intended.

Derivatives not given in the list are written in full.

## WORD-SIGNS AND THEIR DERIVATIVES.

## A.

A. ....

a ....

according (to) .....

accordingly .....

acknowledge .....

acknowledged	}	7 7 7
acknowledging		
acknowledgment		

administratrix .....

advantage .....

advantageous	}	f f f f
advantageously		
advantageousness		
disadvantage		

advertise .....

advertised	}	b b b b
advertising		
advertisement		
advertiser		

ah ....

almost .....

already .....

altogether .....

among .....

amongst .....

an-d ....

angel .....

angelic	}	L 7
archangel		

anniversary .....

another .....

antagonistic .....

any .....

anybody	}	w w w
anything		
anywhere		

archbishop .....

architect-ure .....

architectural	7
---------------	---

are .....

aristocracy-tic .....

artificial-ly .....

inartificial	U
--------------	---

as ....

assemble-y .....

assembled	}	h h
assembling		

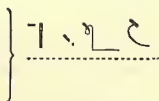
astonish-ed .....

astonishing	}	) 7 h
astonishingly		
astonishment		



awe ...

awed  
awing  
awe-struck  
awful



aye (ever) ...

aye (yes) ...

## B.

B. ...

bank-note

bankrupt

bankruptcy

baptism

baptist

because

become

becoming

becomingly

unbecoming

before

beforehand

began

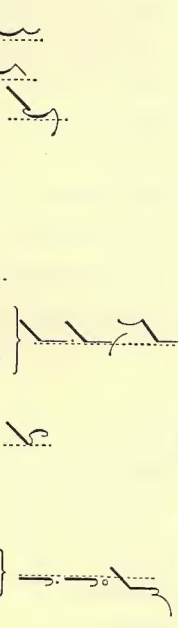
begin

beginning

beginnings

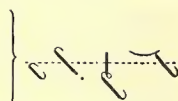
beginner

begun



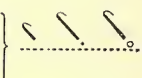
belief-ve ...

believed  
believing  
disbelief-ve  
unbelief



belong

belonged  
belonging  
belongings



beneficial-ly

benignant

between

beyond

bishopric

brother

brother-in-law

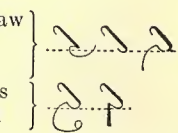
brethren

brotherly

brotherliness

brotherhood

but



## C.

C. ...

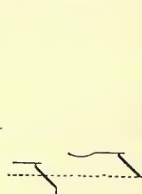
cabinet








can




capable



capability


incapable










captain careful carefully catholic celestial-ly certificate change 


changed	}	
changing		
changeableness		
exchange		
interchange	}	
interchanged		
unchangeable	}	


characteristic charge 


charged	}	
charging		
chargeable		
discharge		
discharged		


children christian christianity circumstance circumstantial citizen collect 




collected	}	
collecting		


come 







coming	}	
income		

consequence 





consequent	}	
consequently		
consequential		

contingency controversy correct 

corrected	}	
correcting		
correctly		
correctness		

could county cross-examine cross-examined cross-examining cross-examination 

D.

D. danger dangerous December defendant degree 

delinquent f...

delinquency f...

deliver ..f..

delivered }  
 delivering }  
 delivery } f . f . f  
 deliverance }

deliverer }  
 redeliver }  
 redelivery } f / f / f /  
 undelivered }

democracy-tic L

democrat L

describe .....

described }  
 describing } o o .  
 description } .....  
 descriptive }

develop L

developed }  
 developing } L L L L L  
 development }  
 undeveloped }

did ..f..

differ-ence-ent ..f..

differed }  
 differing }  
 differences } t t t L  
 differential }  
 indifference }

difficult-y ..

dignify L

dignified }  
 dignifying } L L

dignity L

discriminate f

indiscriminate ..

distinct ..f..

distinctness }  
 dictinctly } f f f  
 indistinct }  
 indistinctness }  
 distinctive } ..

distinguishing ..f..

do L

doing L

Dr. (doctor) L

doctrine ..f..

indoctrinate ..f..

dollar L

domestic L

domesticate }  
 domestication } L L

during ..f..


duration L

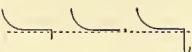
dwell f


dwelt }  
 dwelling } f f

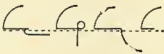
## E.

E. ....


effect 



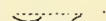


effected	}	
effecting		
effective		

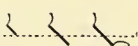
electric 




electrical-ly	}	
electricity		
electrify		
electro-		

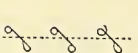
endeavor 



endeavored	}	
endeavoring		

episcopal equality inequality especial-ly establish 

established	}	
establishing		
establishment		


evangelical ever executrix experience 

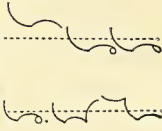
experienced	}	
experiencing		
inexperienced		



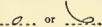



extraordinary   
 extraordinarily 

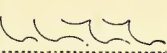
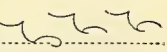
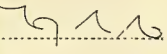
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
F. ....


fact familiar 

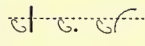
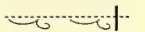
familiarity	}	
familiarize		
familiarized		
familiarizing		
familiarly		
unfamiliar		


February financial-ly first  or firstly for form 

formed	}	
forming		
inform		
informed	}	
information		
informer		
informal	}	
informality		
reform		
reformation		




found 


frequent 


frequented	}	
frequenting		
frequently		
infrequent	}	
unfrequented		


from 




G.

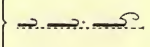
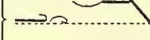
G. gave general-ly generation 


degeneration	}	
regeneration		

gentleman 



gentlemanly	}	
gentlemen		

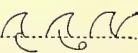
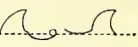
give-n go going govern 


governed	}	
governing		
government		
governmental	}	
ungovernable		

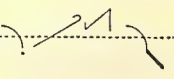
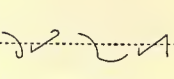
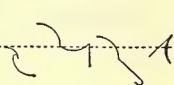
governor Great Britain 


H.

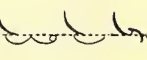
H. had half has have having he health-y 

healthful	}	
healthfulness		
healthily		
healthiness	}	
unhealthy		

hear, here 

hearing	}	
hereafter		
hereat		
hereby		
herein	}	
hereof		
hereon		
hereto		
heretofore	}	
hereunto		
hereupon		
herewith		

heaven 

heavenliness	}	
heavenly		
heavenward		



held

beheld  
upheld  
withheld

help

helped  
helping  
helpful  
helpfulness  
helpless  
helplessly  
helplessness

her

herself

him

himself

his

history

historian  
historic  
historical

home

homeliness  
homely  
homeward

hope

hoped  
hoping  
hopeful  
hopefulness  
hopeless  
hopelessness

horse

horseman

how

however  
howsoever

I.

I.

I.

immediate

immediately  
immediateness

important-*ce*

importantly  
unimportant

indispensable-*y*

infer



inferred  
inferring  
inferable  
inferential





influence


influenced  
influencing  
influential  
uninfluenced

inscribe




inscribed  
inscribing  
inscription

insurance intelligent 




intelligence	}		
intelligently			
intelligible			
intelligibleness	}		
intelligibility			
unintelligible			

interrogatory is 




## J.


J. January Jr. (junior) jurisprudence 




## K.


K. kingdom knew knowledge 

## L.



L. language languish large 


larger	}	
largest		
largely		
largeness		










legislature length-y lengthwise long 


longer	}	
longest		

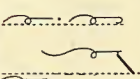
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
M. malignant manufacture 

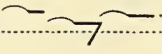
manufactured	}	
manufacturing		
manufacturer		
manufactory		


non-manufacturing unmanufactured manuscript Massachusetts member memorandum memoranda mental-ly misdemeanor 

mistake 


mistaking	}	
mistaken		
mistook		
unmistakable		


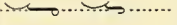
mortgage 








mortgaged	}	
mortgagee		
mortgaging		

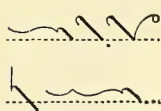

movement 

N.



N. neglect 

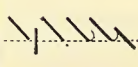
neglected	}	
neglecting		
neglectful		
negligence		
negligent	}	


never nevertheless new newly New York next nobody notwithstanding November now number 

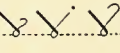
numbered	}	
numbering		
numberless		
outnumber		
unnumbered	}	


O.

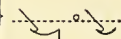
O. O object object' 




objected	}	
objecting		
objection		
objectionable		

observe 

observed	}	
observing		
observation		

of oh opinion 

opinionated	}	
self-opinioned		

opportunity other our ourselves 

over .....  
 overcome .....

owe .....  
 owed }  
 owing } .....  
 owes }

own .....  
 owned }  
 owning } .....  
 owner }

## P.

P. ....  
 parliament .....  
 parliamentary .....

part .....  
 parted }  
 parting } .....  
 partly }  
 counterpart }

particular .....  
 particularity }  
 particularize } .....  
 particularly }  
 particulars }

peculiar .....  
 peculiarly }  
 peculiarity }

pecuniary .....

people (n.) .....

perform .....  
 performance .....

perpendicular .....  
 perpendicularity .....

phonography .....  
 phonographer }  
 phonographic }

plaintiff .....  
 plenipotentiary .....

popular-ity .....  
 popularly }  
 unpopular }


possible-y .....  
 impossible }  
 possibility }


practicable-y .....  
 practicability }  
 impracticable }  
 impracticability }


practical-ly .....  
 impractical .....

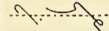
practice .....  
 practiced }  
 practicing } .....  
 practices }


preliminary .....  
 prerogative .....


preservation 


principal-le 

principally } 

unprincipled } 

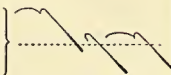
privilege 


privileged 


probable-y 


improbable

probability

improbability } 

proportion 

disproportion 

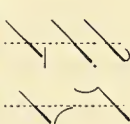
public-sh 

published

publishing


publication

publicly

unpublished } 

## Q.

Q. 

qualify 

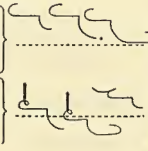
qualified


qualifying


qualification


disqualify

disqualification

unqualified } 

quality 

quarter 

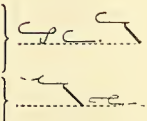
question 

questioned

questioning

questionable

unquestionable

cross-question } 

## R.


R. 

recollect 

recollected

recollecting

recollection } 


recover 

recovered

recovering


recoverable

irrecoverable } 

refer-ence 

referred

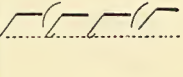
referring

regular 




































regularly

irregular























irregularly

regularity } 

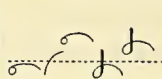






religion irreligion remark 
 remarked }   
 remarking }   
 remarkable } 
remember 
 remembered }   
 remembering }   
 remembrance } 
represent 
 represented }   
 representing }   
 representation }   
 representative }   
 misrepresent }   
 misrepresentation } 
republic-sh 
 republished }   
 republishing }   
 republican }   
 republication }   
 republicanism } 
repugnant 
 repugnancy }   
 repugnantly } 
respectful-ly responsible-y 
 responsibility }   
 irresponsible-y }   
 irresponsibility } 
resurrection Rev. (reverend) revolutionary Roman Catholic 

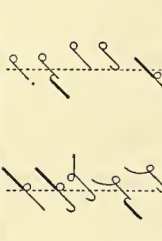


S.

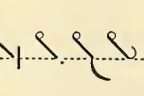



S. San Francisco satisfaction dissatisfaction satisfactory 
 satisfactorily }   
 unsatisfactory } 
savings-bank Savior send September several severally shall should signify 
 signified }   
 signifying }   
 significance }   
 significancy }   
 significant }   
 signification }   
 insignificant }   
 insignificancy } 


similar 
 similarly  
 similarity  
 dissimilar  
 dissimilarity

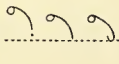


single singular 
 singularly  
 singularity

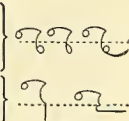


somewhat somewhere southern speak 
 speaking  
 speakable  
 spoke  
 spoken  
 bespeak  
 bespoke  
 bespoken  
 outspoken  
 unspeakable  
 unspoken

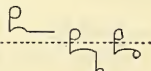

special-ly specification subject 
 subjected  
 subjecting  
 subjective  
 subjection


subscription suggestion superintendent surprise 
 surprised  
 surprising



swear 
 swearing  
 swore  
 sworn

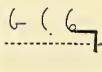


sympathy 
 sympathize  
 sympathized  
 sympathizing  
 sympathetic  
 sympathetical-ly


system 
 systematic  
 systematize  
 systemize



T.

T. thank 
 thanked  
 thanking  
 Thanksgiving-day


that the their, there 

them ..(.

themselves ..6.

these ..)

thing .....

anything  
something  
nothing  
things

think ..(.

thinking  
thinks  
bethink  
thinker  
unthinking  
unthinkingly

time .....

timely  
untimely

together —

transubstantiation 2.

truth ..1.

truthful  
truthfulness  
untruth  
untruthful  
untruthfulness

U.

U. ..or..

understood ..f.

uniform ..(.

United States ..6..

universe ..(.

usual-ly ..)

unusual-ly ..)

usury ..)

usurious ..)

V.

V. ..)

W.

W. ..)

was .....

were ..)

what .....

whatever

whatsoever } ..)

when ..c..

whenever

whensoever } ..)

where .....

wherever

anywhere



nowhere

somewhere } ..)

which .....

who-m ..,





whoever ..)

whom width will 

willing


wilful

willingly

with within without world 


worldliness

worldly

worth 

worthless

worthlessness

worthy 


worthier

worthiest

worthies

unworthy

worthily

would 

X.

X. 


Y.

Y. year 

years



yearly

leapyear

yet young 

younger

youngest

you your 

yours

yourself











yourselves

Z.

Z. 











## WORDS DISTINGUISHED

There are some words whose outlines if written according to general rules would be alike, or so similar that they might be mistaken for each other. It is therefore necessary to provide for careful distinctions between such words. Words of the same part of speech are most liable to conflict, although it is sometimes necessary to distinguish words of different parts of speech.

The general principles of word-building provide for distinguishing a great many words which are not included in the list of words specially distinguished. For example, such words as *let* and *led*, *write* and *ride*, are distinguished by using the half-length where the final sound is *t*, and using the stem where the final sound is *d*, as explained on page 26. Such words as *wait* and *weighed* are distinguished by using the stem W when the word ends with *t*, and the breve-w and the stem D when the word ends with *d*, as explained on page 30. Words ending in *tl* and *dl* are distinguished by halving the stem preceding *l* when the word ends in *tl*; as,  petal,  cattle,  brittle,  metal,  fatal; while words ending in *dl* are represented by the stem D and the l-hook; as,  paddle,  coddle,  bridal,  medal,  fiddle.

Frequently the shorthand outline can be made to indicate where the vowels occur, as explained in Lesson XXVI., page 82. While the lesson referred to relates only to initial and final vowels, the principles may often be applied to the middle of an outline, the stem being used where a vowel follows the sound which it represents, and a hook or other modification being used where no vowel



follows; as,  Canada,  candy;  paradise,  pro  
duce;  America,  murky;  palace,  place;  
 carrot,  cart.

The following list contains the words which have been found most liable to conflict. It would be impracticable to include all words which might conflict. The stenographer will sometimes find it necessary to provide special forms for words which are used in a certain line of business. Distinctions may be made either by differences of outline or by differences of position.
























The words in the following list are presented in duplicate; first, in groups showing the words which it is necessary to distinguish from each other; second, independently, so that any word may be readily found whether the other words of the group are known or not. The words extending to the left-hand margin are in alphabetic order, while those indented are out of their alphabetic order and appear elsewhere in the list, with a reference to the group in which they belong. For example, if it is desired to ascertain the outline adopted for the word *property*, by referring to the alphabetic list this word with its shorthand outline will be found. A reference is there given to the word *appropriate*, and by turning to this word the group of words (*appropriate*, *property*, *propriety*, and *purport*) will be found. This arrangement makes the list convenient for reference.




























A few phrases which require distinction are included in the list.

In studying the "Words Distinguished," groups only may be selected if desired, as the single words are in every instance duplicates of those found in the groups.

## WORDS DISTINGUISHED

## A.

an	}	.....
the	}	
abandoned	}	
abundant	}	
about when	}	
by the way	}	
above	}	
before	}	
absence	}	
business	}	
absolute	}	
obsolete	}	
absolutely	}	
obsoletely	}	
abundant	}	 (see <i>abandoned</i> )
accession	}	
accusation	}	
causation	}	
account	}	
amount	}	
cotton	}	
kind	}	
accusation	}	 (see <i>accession</i> )
active	}	
heavy	}	

acute	}	
cute	}	
adamant	}	
demand	}	
diamond	}	
adjoin	}	
join	}	
adjudge	}	
judge	}	
administered	}	
administrate	}	
demonstrate	}	
demonstrated	}	
administration	}	
demonstration	}	
admit	}	
deemed	}	
adoration	}	
derision	}	
duration	}	
adultery	}	
idolatry	}	
advantage	}	
age	}	
joy	}	
advantageous	}	
joyous	}	

adverse }  
 diverse }  
 divorce }

advert }  
 divert }

advice-se }  
 device }

affect }  
 effect }  
 fact }

affirm }  
 confirm }  
 conform }  
 form }  
 frame }

affirmation }  
 confirmation }  
 conformation }  
 formation }

affix }  
 fix }

after }  
 for }  
 of }

afterward }  
 forward }

again }  
 altogether }  
 together }

age .../... (see *advantage*)

agent }  
 gentleman }  
 gentlemen }  
 giant }

aggregate }  
 correct }  
 corrected }

all the time }  
 from the time }

almost }  
 most }

already }  
 ill }  
 well }

altitude }  
 latitude }

altogether ..... (see *again*)

amelioration }  
 melioration }

amiable }  
 humble }

amount ..... (see *account*)

an ..... (see *a*)

analogy }  
 knowledge }

and with }  
 and without }

anew }  
 new }

animal }  
 anomaly }

annexed }  
 first }  
 next }

anomaly ..... (see *animal*)

another }  
any other }  
no other }

anterior }  
interior }

any }  
no }

anybody }  
nobody }

any one }  
none }  
no one }

any other (see *another*)

anything }  
nothing }

apart }  
part }

apathetic }  
pathetic }

appertain }  
pertain }

apportion }  
operation }  
portion }

apposite }  
opposite }

apposition }  
composition }  
opposition }  
position }  
possession }

approbation }  
probation }  
prohibition }

appropriate }  
property }  
propriety }  
purport }

appropriation }  
preparation }  
proportion }

approximate }  
proximate }

approximation }  
proximation }

are }  
were }  
where }

arm }  
army }

around }  
or not }

ashore }  
shale }  
shallow }  
shell }  
shoal }  
shore }

assign }  
consign }  
sign }

assigned }  
consigned }  
signed }

assignee }  
consignee }

assignment } 2 2  
consignment } -----

assignor } 2 2  
consignor } -----

assure } 2  
sure } -----

assured } 2  
shrewd } -----

assuredly } 2  
shrewdly } -----

at all ..... (see *other*)

at her } 1 1 1  
at or } -----  
at our } -----  
at your } -----

at last } 1  
at least } -----

atheism } 1  
theism } -----

atheist } 1  
theist } -----

atheistic } 1  
theistic } -----

atonement } 1  
attainment } -----  
tenement } -----

attainable } 1  
tenable } -----

attention } 1  
contention } -----  
continuation } -----

auditor }  
auditory }  
daughter } 1 1 1 1 1  
debtor } -----  
doubter } -----  
editor } -----

autumn } 1  
time } -----

available } 1  
valuable } -----  
voluble } -----

avert } 1  
convert } -----

avocation } 1  
vacation } -----  
vocation } -----

avoid } 1  
void } -----

avoided } 1  
voided } -----

avouch } 1  
vouch } -----

avow } 1  
vow } -----

awake } 1  
wake } -----

awaken } 1  
waken } -----

awoke } 1  
woke } -----



## B.

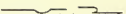
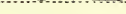
babe }   
 baby }   
 bags }   
 box }   
 boxes }   
 bank }   
 panic }   
 bank account }   
 bank note }   
 barber }   
 briber }   
 bribery }   
 barley }   
 barrel }   
 beatify }   
 beautify }   
 became }   
 become }   
 before } (see *above*)  
 beheld }   
 behold }   
 berth }   
 birth }   
 breath }   
 blast }   
 plaster }   
 blasted }   
 plastered }   
 blaster }   
 plasterer }


blasting }   
 plastering }   
 box } (see *bags*)  
 boxes } (see *bags*)  
 breath } (see *berth*)  
 briber } (see *barber*)  
 bribery } (see *barber*)  
 bright }   
 broad }   
 brood }   
 bruit }   
 brute }   
 burned }   
 burnt }   
 business } (see *absence*)  
 by a }   
 by the }   
 by and by }   
 by the by }   
 by the way } (see *about when*)

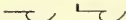
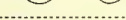
## C.

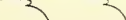
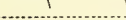
cabin }   
 captain }   
 came } (see *come*)  
 capital }   
 capitol }   
 captain } (see *cabin*)  
 caricature }   
 character }



causation		(see <i>accession</i> )
caused		
cost		
caustic		
exotic		
cease		
seize		
ceased		
seized		
cessation		
secession		
character		(see <i>caricature</i> )
Charleston		
Charlestown		
chlorate		
chloride		
city		
seat		
settee		
clear		
queer		
coalition		
collation		
collision		
collusion		
collapse		
eclipse		
collation		(see <i>coalition</i> )
collision		(see <i>coalition</i> )
collusion		(see <i>coalition</i> )
come		
came		
go		
comes		
goes		
coming		
going		
communication		
concussion		
connection		
comparative		
operative		
co-operative		
composition		(see <i>apposition</i> )
compositor		
pastor		
pasture		
concussion		
		(see <i>communication</i> )
condemnation		
damnation		
domination		
conductor		
doctor		
confirm		(see <i>affirm</i> )
confirmation		
		(see <i>affirmation</i> )
conform		(see <i>affirm</i> )
conformation		
		(see <i>affirmation</i> )


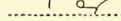
Connecticut }   
 Kentucky } 



connection   
 (see *communication*)



Connelly }   
 O'Connell } 


Connor }   
 O'Connor } 


consequent }   
 second } 


consequently }   
 secondly } 


consider }   
 construe } 


considerate }   
 considered } 


consign  (see *assign*)



consigned  (see *assigned*)



consignee  (see *assignee*)


consignment  (see *assignment*)

consignor  (see *assignor*)


construe  (see *consider*)




contend }   
 content } 


contends }   
 contents } 




contention  (see *attention*)




continuation  (see *attention*)



convert  (see *avert*)



convulsion }   
 valuation }   
 violation } 

co-operative   
 (see *comparative*)


copied }   
 occupied }   
 kept } 


copy }   
 occupy }   
 keep } 


cork }   
 crack } 


corn }   
 grain } 



corporal }   
 corporeal } 



correct  (see *aggregate*)


corrected  (see *aggregate*)



cost  (see *caused*)


cotton  (see *account*)

country }   
 kindred } 


countryman }   
 countrymen } 


crack  (see *cork*)


crammed }   
 cramped } 


cute  (see *acute*)


## D.


damnation   
(see *condemnation*)


daughter  (see *auditor*)


dear }  
true }   
truth }

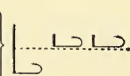
debtor  (see *auditor*)


decease }  
disease } 


deceased }  
diseased } 

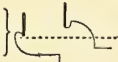
deception }  
dissipation } 

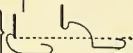
dedicate }  
deduct }   
detect }


dedication }  
deduction }   
detection }


deemed  (see *admit*)


defer }  
defray } 


deflect }  
diffract } 


deflection }  
diffraction } 


defray  (see *defer*)


deliver }  
delivering }   
delivery }

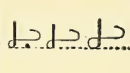
demand  (see *adamant*)

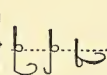
demonstrate   
(see *administered*)


demonstrated   
(see *administered*)


demonstration   
(see *administration*)


derision  (see *adoration*)


desiccation }  
discussion }   
dissection }


destination }  
destine }   
distinction }


detect  (see *dedicate*)


detection  (see *dedication*)


device  (see *advice*)


diamond  (see *adamant*)


did }  
do }   
had }

did you ever }  
did you have } 

did you give }  
did you go } 

diffract  (see *deflect*)

diffraction  (see *deflection*)

discussion  (see *desiccation*)

disease } (see *decease*)

diseased } (see *deceased*)

disproportionate }  
disproportioned }

dissection } (see *desiccation*)

dissipation } (see *deception*)

distinction } (see *destination*)

distribute }  
disturb }

diverse } (see *adverse*)

divert } (see *advert*)

divorce } (see *adverse*)

do } (see *did*)

do you ever }  
do you have }

doctor (Dr.) } (see *conductor*)

domination } (see *condemnation*)

doubter } (see *auditor*)

druggist }  
drug-store }  
drygoods-store }

dullness }  
idleness }

duration } (see *adoration*)

## E.

each }  
which }

earnestly }  
erroneously }

easier }  
easily }

eclipse } (see *collapse*)

editor } (see *auditor*)

effect } (see *affect*)

elder } (see *later*)

eldest } (see *latest*)

else }  
less }

emerge }  
immerge }  
merge }

emersion }  
immersion }  
mersion }

emigrate }  
immigrate }  
migrate }



emigration }  
immigration }  
migration }



equality }  
equity }  
quality }

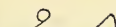
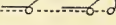
erroneously } (see *earnestly*)

eruption }  
irruption }  
ruption }


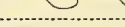
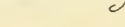
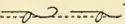


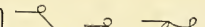
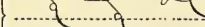
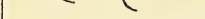
eternity }   
trinity } 

ever }   
every } 

exercise }   
exorcise } 

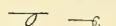
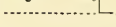
exotic ..... (see *caustic*)

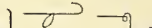
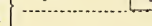
expansion }   
explanation }   
extension }   
extenuation } 

expansive }   
expensive }   
extensive } 

extension .....  
(see *expansion*)

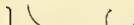
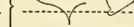
extenuation .....  
(see *expansion*)


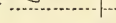
extract' }   
extricate } 


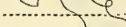
extraction }   
extrication } 



## F.

fact ..... (see *affect*)



fairly }   
thoroughly } 



falsehood }   
falsity } 

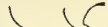
falsifier }   
philosopher } 



fancy }   
fantasy } 

farmer }   
former } 

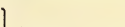
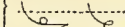
avored }   
favorite } 

feet }   
foot } 



finally }   
finely } 

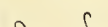
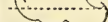
find }   
found } 

first ..... (see *annexed*)

fiscal }   
physical } 

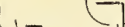
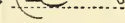
fix ..... (see *affix*)

float }   
flowed } 

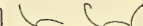
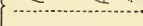
fluency }   
frenzy } 

foot ..... (see *feet*)

for ..... (see *after*)

forgetting }   
forgotten } 

form ..... (see *affirm*)

formally }   
formerly } 

formation ..... (see *affirmation*)

former ..... (see *farmer*)

formerly ..... (see *formally*)

forms }  
office }

for use }  
for yourself }

forward ..... (see *afterward*)

found ..... (see *find*)

frame ..... (see *affirm*)

frenzy ..... (see *fluency*)

from the time .....  
(see *all the time*)

full (adj.) }  
full (v.) }  
fully }

funeral }  
funereal }

G.

garden }  
guardian }

garnet }  
granite }

genteel }  
genteely }  
gentle-y }  
gentlemanly }  
jointly }

gentleman... (see *agent*)

gentlemen... (see *agent*)

German }  
germane }

giant ..... (see *agent*)

gilt }  
gold }  
guilt }

go ..... (see *come*)

God }  
guide }

goes ..... (see *comes*)

going ..... (see *coming*)

gold ..... (see *gilt*)

gradation }  
graduation }

grain ..... (see *corn*)

granite ..... (see *garnet*)

guardian ..... (see *garden*)

guide ..... (see *God*)

guilt ..... (see *gilt*)

H.

had ..... (see *did*)

had not }  
was not }  
wasn't }

halve }  
have }

haply }  
happily }  
partly }

hardly }  
heartily }  
mortally }

have ..... (see *halve*)

have not }  
haven't }

heartily ..... (see *hardly*)

heavy ..... (see *active*)

held }  
hold }

her }  
our }

hereafter }  
hereof }  
whereof }

hereat }  
whereat }

herein }  
hereon }

hereof ..... (see *hereafter*)

hereon ..... (see *herein*)

hereto }  
whereto }

herewith }  
wherewith }

hers }  
ours }

Highland }  
Holland }  
island }  
land }

him }  
me }

himself }  
myself }

history }  
mystery }

hold ..... (see *held*)

Holland ..... (see *Highland*)

honestly }  
nicely }

horse racing }  
horse raising }

however }  
how far }

humble ..... (see *amiable*)

I.

I am not }  
I can not }


I could not }  
I mean to }

idleness ..... (see *dullness*)


idolatry ..... (see *adultery*)


ill ..... (see *already*)


ill bred }  
well bred }


illiterate }   
literate }

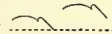
immaterially }   
immaturely }

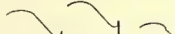
immerge  (see *emerge*)


immersion   
(see *emersion*)

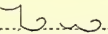
immigrate  (see *emigrate*)


immigration   
(see *emigration*)

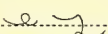
impaired }   
important }

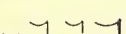
impassionate }   
impassioned }  
impatient }

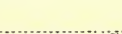
important  (see *impaired*)

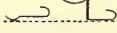
inattention }   
intention }


incense }   
nuisance }


incessant }   
unceasing }


indebted }   
indicted }  
undoubted }  
undated }

indeed }   
in doubt }  
in him }


indication }   
induction }

indicted  (see *indebted*)

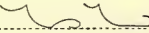
induction  (see *indication*)

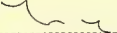
in doubt  (see *indeed*)

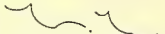
in effect }   
in fact }

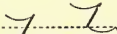
inevitable-y }   
unavoidable-y }


inform }   
notify }


information }   
notification }

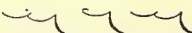
informed }   
notified }

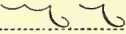
informing }   
notifying }


ingenious }   
ingenuous }

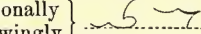
in him  (see *indeed*)

inner }   
near }

innerve }   
nerve }  
unnerve }

innovation }   
invasion }

intention  (see *inattention*)

intentionally }   
knowingly }

interested }  
 understood }  
 interior } (see *anterior*)  
 invasion } (see *innovation*)  
 irruption } (see *eruption*)  
 island } (see *Highland*)  
 it was }  
 what was }  
 which was }

## J.

January }  
 June }  
 Johnson }  
 Johnston }  
 join } (see *adjoin*)  
 jointly } (see *genteel*)  
 joy } (see *advantage*)  
 joyous } (see *advantageous*)  
 judge } (see *adjudge*)  
 June } (see *January*)

## K.

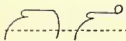
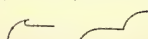
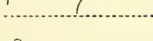
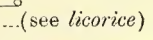
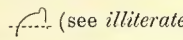
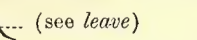
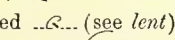
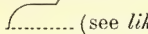
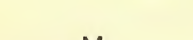
keep } (see *copy*)  
 Kentucky } (see *Connecticut*)  
 kept } (see *copied*)  
 kind } (see *account*)  
 kindred } (see *country*)

know }  
 own }  
 knowingly } (see *intentionally*)  
 knowledge } (see *analogy*)  
 knows }  
 owns }

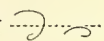
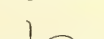
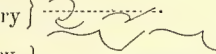

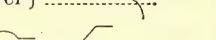
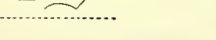
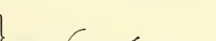
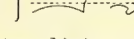
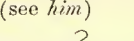
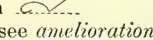
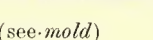


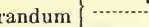
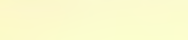

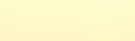
## L.





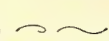
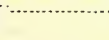
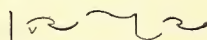
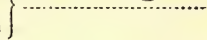

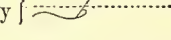
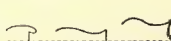
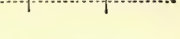
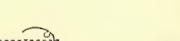
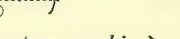




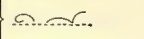
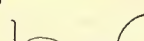


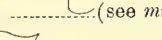
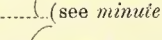




lacerate }  
 ulcerate }  
 laceration }  
 ulceration }  
 land } (see *Highland*)  
 late }  
 old }  
 later }  
 elder }  
 older }  
 latest }  
 eldest }  
 oldest }  
 latitude } (see *altitude*)  
 learned }  
 learn'ed }  
 leave }  
 live }  
 lent }  
 loaned }  
 less } (see *else*)



licorice }   
 liquors }   
 likely }   
 luckily }   
 liquors  (see *licorice*)  
 literate  (see *illiterate*)  
 live  (see *leave*)  
 loaned  (see *lent*)  
 luckily  (see *likely*)

## M.

machine }   
 mission }   
 machinery }   
 missionary }   
 manufactory }   
 manufacture }   
 manufacturer }   
 marked }   
 market }   
 materially }   
 maturely }   
 me  (see *him*)  
 melioration   
 (see *amelioration*)  
 melt  (see *mold*)  
 melter  (see *molder*)  
 memoranda }   
 memorandum } 

merge  (see *emerge*)  
 mersion  (see *emersion*)  
 migrate  (see *emigrate*)  
 migration  (see *emigration*)  
 mine }   
 my own }   
 mining }   
 Montana }   
 mountain }   
 ministry }   
 monastery }   
 min'ute }   
 minute }   
 month }   
 misses }   
 Mrs. }   
 mission  (see *machine*)  
 missionary   
 (see *machinery*)  
 mixed }   
 mixture }   
 mold }   
 melt }   
 molder }   
 melter }   
 monastery  (see *ministry*)  
 Montana  (see *mining*)  
 month  (see *minute*)  
 mortally  (see *hardly*)

most ..... (see *almost*)  
 mountain ..... (see *mining*)  
 Mrs. .... (see *misses*)  
 murderess } .....  
 murderous } .....  
 murders } .....  
 my own ..... (see *mine*)  
 myself ..... (see *himself*)  
 mystery ..... (see *history*)

## N.

narrated } .....  
 quoted } .....  
 near ..... (see *inner*)  
 nerve ..... (see *innerve*)  
 new ..... (see *anew*)  
 Newark } .....  
 New York } .....  
 New York City } .....  
 New York State } .....  
 next ..... (see *annexed*)  
 nicely ..... (see *honestly*)  
 no ..... (see *any*)  
 nobody ..... (see *anybody*)  
 none ..... (see *any one*)  
 no one ..... (see *any one*)  
 no other ..... (see *another*)

not necessary } .....  
 unnecessary } .....  
 nothing ..... (see *anything*)  
 notification .....  
                     (see *information*)  
 notified ..... (see *informed*)  
 notify ..... (see *inform*)  
 notifying ..... (see *informing*)  
 now } .....  
     on him } .....  
 nuisance ..... (see *incense*)

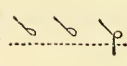
## O.


obsolete ..... (see *absolute*)  
 obsoletely ..... (see *absolutely*)  
 occupied ..... (see *copied*)  
 occupy ..... (see *copy*)  
 O'Connell ..... (see *Connelly*)  
 O'Connor ..... (see *Connor*)  
 of ..... (see *after*)  
 of him } .....  
 of whom } .....  
 office ..... (see *forms*)  
 old ..... (see *late*)  
 older ..... (see *later*)  
 oldest ..... (see *latest*)

- on him ..... (see *now*)  
 on the whole } .....  
 undoubtedly } .....  
 operation ✓ (see *apportion*)  
 operative ✓ (see *comparative*)  
 operator } .....  
 porter } .....  
 opposite ..... (see *apposite*)  
 opposition ..... (see *apposition*)  
 oppressor } .....  
 pursuer } .....  
 or not ..... (see *around*)  
 O'Reilly } .....  
 Reilly } .....  
 O'Rourke } .....  
 Rourke } .....  
 other } .....  
 their, there } .....  
 at all } .....  
 others } .....  
 theirs } .....  
 our ..... (see *her*)  
 ours ..... (see *hers*)  
 over } .....  
 very } .....  
 overarch } .....  
 overreach } .....  
 overdraw } .....  
 overdrew } .....  
 overlade } .....  
 overload } .....  
 overran } .....  
 overrun } .....  
 overreach ..... (see *overarch*)  
 oversaw } .....  
 oversee } .....  
 oversew } .....  
 overshadow } .....  
 overshadow } .....  
 overtake } .....  
 overtook } .....  
 overthrew } .....  
 overthrow } .....  
 overtook ..... (see *overtake*)  
 own ..... (see *know*)  
 owns ..... (see *knows*)

## P.

- panic ..... (see *bank*)  
 Parisian ..... (see *Persian*)  
 part ..... (see *apart*)  
 partly ✓ (see *haply*)  
 partner } .....  
 part owner } .....  
 party ..... (see *apart*)  
 passable } .....  
 possible } .....

passed }  
past }  
paused } 

passionate }  
patient } 

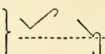
past ..... (see *passed*)

pastor ..... (see *compositor*)

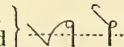
pasture ..... (see *compositor*)

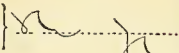
pathetic } ..... (see *apathetic*)

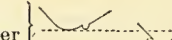
patient ..... (see *passionate*)

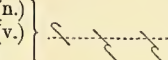
pattern }   
patron }

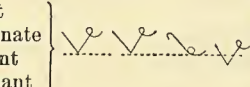
paused } ..... (see *passed*)

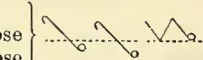
pellucid }  
placid } 

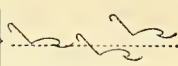
Pennsylvania }  
Pittsylvania } 


penury }  
pioneer } 

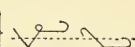
people (n.) }  
people (v.) }   
pupil }


per cent }  
personate }  
present }   
pursuant }

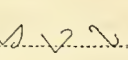
perhaps }  
propose }   
purpose }

permanent }  
preëminent }   
prominent }

persecute }  
prosecute } 

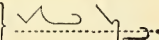
persecution }  
prosecution } 


Persia }  
Prussia } 


Persian }  
Parisian }   
Prussian }

personate ..... (see *per cent*)

pertain } ..... (see *appertain*)

petrification }  
putrefaction } 

petrified }  
putrefied } 

petrify }  
putrefy } 

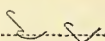
philosopher }  
(see *falsifier*)

physical ..... (see *fiscal*)

pioneer ..... (see *penury*)

Pittsylvania }  
(see *Pennsylvania*)

placid } ..... (see *pellucid*)

plainer }  
plenary } 

plaster	(see <i>blast</i> )	preëminent	(see <i>permanent</i> )
plastered	(see <i>blasted</i> )	prefer	
plasterer	(see <i>blaster</i> )	proffer	
plastering	(see <i>blasting</i> )	premise	
plenary	(see <i>plainer</i> )	promise	
poor		preparation	(see <i>appropriation</i> )
pure		prescribe	
poorer		proscribe	
purser		prescription	
poorly		proscription	
purely		present	(see <i>per cent</i> )
poorness		pretend	(see <i>portend</i> )
pureness		princes	
portend		princess	
pretend		probation	
porter	(see <i>operator</i> )		(see <i>approbation</i> )
portion	(see <i>apportion</i> )	product	(see <i>predicate</i> )
position	(see <i>apposition</i> )	production	(see <i>predication</i> )
possession	(see <i>apposition</i> )	proffer	(see <i>prefer</i> )
possible	(see <i>passable</i> )	prohibition	
predicate			(see <i>approbation</i> )
predict		prominent	
product			(see <i>permanent</i> )
protect		promise	(see <i>premise</i> )
predication		property	
prediction			(see <i>appropriate</i> )
production			
protection			



proportion .....  
                     (see *appropriation*)  
 proportionate } .....  
 proportioned } .....  
 propose ..... (see *perhaps*)  
 propriety .....  
                     (see *appropriate*)  
 proscribe ..... (see *prescribe*)  
 proscription .....  
                     (see *prescription*)  
 prosecute ..... (see *persecute*)  
 prosecution .....  
                     (see *persecution*)  
 protect ..... (see *predicate*)  
 protection .....  
                     (see *predication*)  
 proximate .....  
                     (see *approximate*)  
 proximation .....  
                     (see *approximation*)  
 Prussia ..... (see *Persia*)  
 Prussian ..... (see *Persian*)  
 pupil ..... (see *people*)  
 pure ..... (see *poor*)  
 purely ..... (see *poorly*)  
 pureness ..... (see *poorness*)  
 purer ..... (see *poorer*)

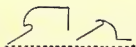
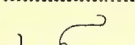
purport ..... (see *appropriate*)  
 purpose ..... (see *perhaps*)  
 pursuant ..... (see *per cent*)  
 pursuer ..... (see *oppressor*)  
 putrefaction .....  
                     (see *petrification*)  
 putrefied ..... (see *petrified*)  
 putrefy ..... (see *petrify*)

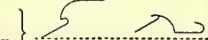
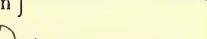
## Q.

quality ..... (see *equality*)  
 queer ..... (see *clear*)  
 quoted ..... (see *narrated*)

## R.

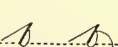

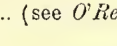
reassume } .....  
 resume } .....  
 recall } .....  
 recollect } .....  
 recognize } .....  
 recommence } .....  
 recollect ..... (see *recall*)  
 recommence .....  
                     (see *recognize*)  
 red } .....  
 ruddy } .....  
 refiner } .....  
 refinery } .....

reflect }   
 refract } 

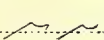
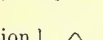
reflection }   
 refraction } 

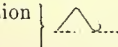
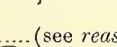
refract ..... (see *reflect*)

refraction ..... (see *reflection*)

register }   
 registrar }   
 registry } 

Reilly ..... (see *O'Reilly*)

renewed }   
 ruined } 

representation }   
 reputation } 

resume ..... (see *reassume*)

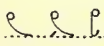
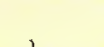
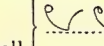
Rourke ..... (see *O'Rourke*)

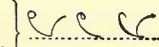

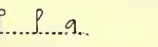
ruddy ..... (see *red*)




ruined ..... (see *renewed*)



ruption ..... (see *eruption*)

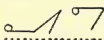
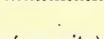
## S.

safe }   
 sofa }   
 stove } 

safely }   
 safer }   
 very well } 

said }   
 state }   
 stated } 

school }   
 skill } 

scorch }   
 scratch } 

seat ..... (see *city*)



secession ..... (see *cessation*)

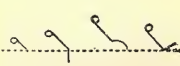
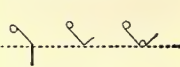
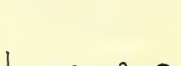
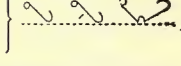
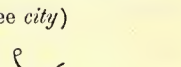
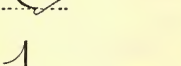
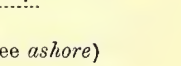
second ..... (see *consequent*)

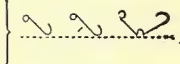
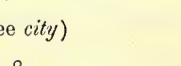
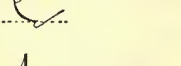
secondly ..... (see *consequently*)

seize ..... (see *cease*)

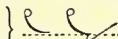
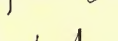
seized ..... (see *ceased*)



send }   
 sent } 

separate }   
 separated }   
 spared }   
 sport }   
 spread }   
 support }   
 suppurate } 

separation }   
 suppression }   
 suppuration } 

settee ..... (see *city*)

several }   
 severally } 

shade }   
 shadow } 

shale ..... (see *ashore*)

shallow ..... (see *ashore*)

shell ..... (see *ashore*)

shoal ... (see *ashore*)

shore ... (see *ashore*)

shrewd ... (see *assured*)

shrewdly ... (see *assuredly*)

sign ... (see *assign*)

signed ... (see *assigned*)

situation }  
station }

skill ... (see *school*)

society }  
system }

sofa ... (see *safe*)

spared ... (see *separate*)

special class }  
sub-class }

special committee }  
sub-committee }

special contract }  
sub-contract }

sport ... (see *separate*)

spread ... (see *separate*)

staid }  
steady }

staidness }  
steadiness }

state ... (see *said*)

stated ... (see *said*)

statesman }  
statesmen }

station ... (see *situation*)

steadiness ... (see *staidness*)

steady ... (see *staid*)

stove ... (see *safe*)

sub-class ... (see *special class*)

sub-committee }  
(see *special committee*)

sub-contract }  
(see *special contract*)

support ... (see *separate*)

suppose }  
supposed }

suppression }  
(see *separation*)

suppurate ... (see *separate*)

suppuration }  
(see *separation*)

sure ... (see *assure*)

suspend }  
sustained }

system ... (see *society*)

## T.

take part }  
take up }

taste }  
test }

taster }  
tester }

tenable } (see *attainable*)

tenement } (see *atonement*)

test } (see *taste*)

tester } (see *taster*)

thanked }  
thank the }  
thawed }  
thought }

the } (see *a*)

their } (see *other*)

theirs } (see *others*)

theism } (see *atheism*)

theist } (see *atheist*)

theistic } (see *atheistic*)

there } (see *other*)

there are }  
there were }

thereat }  
thereto }

therein }  
thereof }  
thereon }

thereinto }  
thereunto }

thereof } (see *therein*)

thereon } (see *therein*)

thereto } (see *thereat*)

thereunto } (see *thereinto*)

these }  
this }  
those }

thoroughly } (see *fairly*)

thought } (see *thanked*)

time } (see *autumn*)

to sell }  
to use }

too young }  
to your }

together } (see *again*)

totally }  
wholly }

train }  
turn }

trinity } (see *eternity*)

true } (see *dear*)

truth } (see *dear*)

turn } (see *train*)





we would }  
would we } 3

well 6 (see *already*)

well-bred 6 (see *ill-bred*)

were 3 (see *are*)

were not }  
were there } 2

wet }  
white } 1  
wide } 1

what can 2 (see *we can*)

what kind 2 (see *we can not*)

what was 3 (see *it was*)

what will 6 (see *we all*)

when }  
whether } 6  
why } 1

when did you }  
when do you } 1  
when had you } 1

where 6 (see *are*)

whereat 1 (see *hereat*)

whereof 2 (see *hereafter*)

whereto 1 (see *hereto*)

wherewith 1 (see *herewith*)

whether 6 (see *when*)

which 1 (see *each*)

which was 6 (see *it was*)

white 5 (see *wet*)

wholly 6 (see *totally*)

why 1 (see *when*)

wide 1 (see *wet*)

woke 2 (see *awoke*)

woman }  
women } 2

would we 3 (see *we would*)

## Y.

yes }  
yes, sir } 6

you are }  
you were } 1  
you will } 1

you are not }  
you were not }  
you were there } 1  
you will not } 1

yourself 6 (see *use*)

yourselves 6 (see *uses*)

young man }  
young men } 6

## PHRASES.

a contract <sup>1</sup> A. ....  
 a great deal xT. ....  
 a great deal of xT. ....  
 a great many x~ .....  
 a year ago L .....  
 able to S. ....  
 about how far ~ .....  
 about such matters ~ .....  
 about that time } .....  
 about when ~c. ....  
 above all ~ .....  
 according to the .....  
 according to your .....  
 after all .....  
 after business hours .....  
 again and again ~ .....  
 against the ~ .....  
 against us ~ .....  
 against you ~ .....  
 all of .....  
 all of your .....

all our .....  
 all right .....  
 all the .....  
 all their .....  
 along their .....  
 although there is .....  
 always there .....  
 always was .....  
 am I .....  
 among all .....  
 among all their .....  
 among its .....  
 among our .....  
 among us .....  
 an emergency .....  
 and a .....  
 and are you .....  
 and as the .....  
 and as there is .....  
 and as there has been .....  
 and as they are .....  
 and company .....

and has the .....  
 and have .....  
 and have a .....  
 and have been .....  
 and I .....  
 and I have been .....  
 and is not .....  
 and is the .....  
 and of .....  
 and of the .....  
 and so forth .....  
 and that .....  
 and that is the .....  
 and the .....  
 and the other .....  
 and we .....  
 and were you .....  
 and with .....  
 and without .....  
 any more than .....  
 any one .....  
 any one else .....  
 any one else there .....  
 any one there .....

any other .....  
 any other statement .....  
 any other time .....  
 any part .....  
 any part of .....  
 any part of the .....  
 any part of their .....  
 any statement .....  
 anything about .....  
 anything else .....  
 anywhere else .....  
 are a .....  
 are all .....  
 are not .....  
 are the .....  
 are there .....  
 are we .....  
 are we not .....  
 are you .....  
 are you aware .....  
 are you not .....  
 are you sure .....  
 as a .....  
 as a matter of fact .....

as a rule .....  
 as far as .....  
 as far as they have .....  
 as far as you can .....  
 as good as .....  
 as good as the .....  
 as great as .....  
 as I .....  
 as I am .....  
 as I have .....  
 as I have never been .....  
 as I knew .....  
 as is .....  
 as lately as .....  
 as little as .....  
 as long as .....  
 as long as the other .....  
 as long as there is .....  
 as other .....  
 as our .....  
 as soon as .....  
 as soon as possible .....  
 as soon as there is .....  
 as soon as you can .....

as such .....  
 as that .....  
 as there is no other .....  
 as they are .....  
 as they have been .....  
 as they have been there .....  
 as this is their .....  
 as to .....  
 as to the .....  
 as to whether .....  
 as we .....  
 as we have been .....  
 as well as .....  
 as you .....  
 as you have been .....  
 at a .....  
 at all events .....  
 at all times .....  
 at an early day .....  
 at another .....  
 at any rate .....  
 at first .....  
 at last .....  
 at least .....

at or .....  
 at or about .....  
 at or about that time .....  
 at or near .....  
 at other .....  
 at our .....  
 at some time .....  
 at that .....  
 at the same time .....  
 at the time .....  
 at their .....  
 at their own .....  
 at your .....  
 at your service .....  
 at what .....  
 Atlantic ocean .....  
 attend your .....

B.

back stairs .....  
 bank account .....  
 Baptist church .....  
 be able to .....  
 be there .....  
 bear in mind .....

bearing in mind .....  
 because I was .....  
 because the .....  
 because there is .....  
 because they are .....  
 because you .....  
 become of their .....  
 been there .....  
 before and after .....  
 before another .....  
 before any other .....  
 before no other .....  
 before or after .....  
 before or since .....  
 before us .....  
 before you .....  
 before you were .....  
 begin their .....  
 best of my recollection .....  
 best of your recollection .....  
 best recollection .....  
 better than .....  
 between the .....  
 between us .....  
 bill of exchange .....



bill of lading .....  
 bill of particulars .....  
 bill of sale .....  
 book store .....  
 both sides .....  
 both sides of the .....  
 but it is not .....  
 but one .....  
 but the .....  
 but we .....  
 by a .....  
 by all .....  
 by and by .....  
 by another .....  
 by express .....  
 by its .....  
 by mail .....  
 by one .....  
 by other .....  
 by our .....  
 by return mail .....  
 by that .....  
 by the by .....  
 by the way .....  
 by their own .....

by virtue of .....  
 by your .....  
 by your order .....

## C.

call their .....  
 call upon .....  
 call your attention .....  
 can have .....  
 can have been .....  
 can have the .....  
 can have their .....  
 can not .....  
 can not be .....  
 can not say .....  
 can not see .....  
 can there be .....  
 can we .....  
 can we tell .....  
 can you .....  
 can you state .....  
 can you not .....  
 car loads .....  
 car lots .....  
 care of .....

cause of action .....  
 causes of action .....  
 certain extent .....  
 change of .....  
 charging a .....  
 charging him .....  
 charging the .....  
 charging your .....  
 chief clerk .....  
 circumstances of the case .....  
 Constitution of the U. S. ....  
 could have been .....  
 could have been there .....  
 could not .....  
 could you .....  
 course of business .....  
 Court of General Sessions .....  
 Court of Sessions .....  
 copy of .....  
 copy of the .....  
 copy of their .....

D.

day after day .....  
 day of .....  
 day of the .....  
 day of the week .....  
 day or two .....  
 day time .....  
 dear friend .....  
 dear madam .....  
 dear sir .....  
 delivering a .....  
 did he .....  
 did I not .....  
 did not .....  
 did you .....  
 did you ever .....  
 did you give .....  
 did you have .....  
 did you remember .....  
 direct examination .....  
 do away .....  
 do not know of .....  
 do you believe .....  
 do you belong .....  
 do you ever .....  
 do you have .....  
 do you know .....  
 do you mean to be .....

do you own *l*  
 do you remember *l*  
 does the *l*  
 doing their *l*  
 don't you *w*  
 down there *l*  
 drug store *l*  
 dry goods store *l*  
 during that time *f*  
 during the time *f*

## E.

each of which *f*  
 each other *f*  
 each week *f*  
 earlier than *w*  
 Eastern States *l*  
 eight or ten *l*  
 Episcopal church *f*  
 et cetera *f*  
 ever been *f*  
 ever since *l*  
 every one *l*  
 every time *l*

## F.

faster than *b*  
 fellow citizens *f*  
 first-class *l*  
 first place *l*  
 first rate *l*  
 first time *l*  
 five or six *l*  
 for all *l*  
 for all the *l*  
 for another *l*  
 for his own account *l*  
 for instance *f*  
 for its *l*  
 for many years *l*  
 for my own part *l*  
 for my part *l*  
 for several years *l*  
 for some reason *l*  
 for some time *l*  
 for that *l*  
 for the purpose *l*  
 for the purpose of the *l*  
 for the purpose of their *l*

for the purposes .....  
 for the sake of .....  
 for the use of the .....  
 for this purpose .....  
 found him .....  
 four or five .....  
 Friday afternoon .....  
 from all .....  
 from all other .....  
 from day to day .....  
 from generation to generation .....  
 from hour to hour .....  
 from house to house .....  
 from place to place .....  
 from time to time .....  
 from week to week .....  
 from your .....  
 from your own knowledge .....  
 full extent .....  
 further than .....

G.

gather together .....  
 gentlemen of the jury .....  
 getting your .....

give a .....  
 give the .....  
 giving the .....  
 going there .....  
 good bye .....  
 good deal .....  
 good evening .....  
 good morning .....  
 good night .....  
 great extent .....  
 great number of .....  
 great while ago .....  
 greater or less .....  
 greater part of .....

H.

had a .....  
 had been done .....  
 had he .....  
 had not .....  
 had or not .....  
 had the .....  
 had there been .....  
 had therefore .....  
 had we .....

had we seen you *h*had you *h*had you been *h*had you ever *h*half an hour *h*has a *e*has done *f*has had *f*has he *p*has his *o*has it *o*has it not *o*has its *o*has not been *ey*has that *e*has there been *ay*has therefore *a*have another *h*have been *h*have not *h*have our *h*have some *h*have there *h*have we *s*have you *h*have you been *h*have you seen *h*he can *h*he commences *h*he could *h*he knows *h*he said *f*he says *h*he should *h*he stated *h*he told me *h*he was *h*he was there *h*he will *h*he will be *h*here and there *h*hour after hour *h*House of Representatives *h*Houses of Congress *h*how are you *h*how do you remember *h*how far *h*how I *h*how long after *h*how many times *h*



how soon after .....  
 how were you .....  
 how you .....

I advise .....  
 I am certain .....  
 I am of the opinion .....  
 I am sure there is .....  
 I am therefore .....  
 I believe .....  
 I call .....  
 I can .....  
 I conclude .....  
 I consider .....  
 I could .....  
 I dare .....  
 I dare say .....  
 I decline to say .....  
 I do not know .....  
 I do not think .....  
 I find .....  
 I found .....  
 I had been .....  
 I have .....

I have a .....  
 I have been .....  
 I have found .....  
 I have seen .....  
 I hope you will .....  
 I knew .....  
 I mean to be .....  
 I might not .....  
 I remain .....  
 I return .....  
 I said .....  
 I sent you .....  
 I shall .....  
 I shall therefore .....  
 I should .....  
 I should not .....  
 I should not be .....  
 I stated .....  
 I suppose there is .....  
 I suppose they have .....  
 I think it is .....  
 I trust .....  
 I was .....  
 I went .....  
 I will .....

I will be ...

I will not ...

I will not be ...

I wish ...

I would ...

I would say ...

if I may ...

if it is ...

if it is necessary ...

if possible ...

if so ...

if such ...

if there is any ...

if there is no ...

if these ...

if they are ...

if you ...

if you have been ...

if you were ...

in accordance ...

in addition ...

in advance ...

in all probability ...

in another manner ...

in any case ...

in any way ...

in charge of their ...

in consequence ...

in consideration ...

in fact ...

in full ...

in like manner ...

in its ...

in no case ...

in order that ...

in other words ...

in our ...

in point of fact ...

in receipt of your ...

in reference ...

in regard ...

in relation ...

in reply ...

in response ...

in some other way ...

in stock ...

in such cases ...

in the course ...

in the evening ...

in the matter of ...

in the meantime *~~~~~*  
 in the midst *~~~~~*  
 in the morning *~~~~~*  
 in this matter *~~~~~*  
 in us *~~~~~*  
 in view of the fact *~~~~~*  
 in your opinion *~~~~~*  
 in yours of the *~~~~~*  
 inasmuch as *~~~~~*  
 inside of *~~~~~*  
 instead of the *~~~~~*  
 insurance company *~~~~~*  
 into the *~~~~~*  
 is as *~~~~~*  
 is he *~~~~~*  
 is it not *~~~~~*  
 is it possible *~~~~~*  
 is there any objection *~~~~~*  
 is there anything *~~~~~*  
 is therefore *~~~~~*  
 it has been *~~~~~*  
 it is a *~~~~~*  
 it is clear *~~~~~*  
 it is said *~~~~~*


it is the best *~~~~~*  
 it is therefore *~~~~~*  
 it therefore *~~~~~*  
 it was *~~~~~*  
 it will be *~~~~~*  
 it will not *~~~~~*


J.

just after *~~~~~*  
 just as *~~~~~*  
 just as good as *~~~~~*  
 just as much as *~~~~~*  
 just as soon as *~~~~~*  
 just as well as *~~~~~*  
 just before *~~~~~*  
 just inside of *~~~~~*  
 just now *~~~~~*  
 just received *~~~~~*  
 just such *~~~~~*

K.


know of *~~~~~*  
 know your *~~~~~*  
 know your own *~~~~~*


knows a 


knows you 

# L.


laid down 


larger than 


last night 


last time 


last week 


later than 


latter part of 


less than 


let a 

let the 


let us 


let us not 


let us see 


letter of the 


life estate 


like to have you 

long after 


longer than 


look after 


look at 


lower than 


# M.


many as possible 


many such 


matter of fact 


may as well 


may be able to 


may have 


may have been 


may have been there 


mean to 


mean to be 


mean to be understood 


Methodist church 


Monday afternoon 

more and more 


more or less 


more than 


most likely 


most of the time 


Mr. Chairman 

Mr. President 

Mr. Smith 

much more 

much more than 

much of 

must be .....  
 must be there .....  
 must have .....  
 must have been .....  
 must have been there .....  
 must not .....  
 my dear sir .....  
 my own .....

## N.

New Jersey .....  
 New York City .....  
 New York State .....  
 nine or ten .....  
 no doubt .....  
 no, sir .....  
 northeast quarter .....  
 Northern States .....  
 northwest quarter .....  
 not only .....  
 notwithstanding the fact .....  
 now and then .....  
 number of .....  
 number of their .....  
 number of your .....

## O.

objected to .....  
 of all .....  
 of all others .....  
 of all the .....  
 of considerable .....  
 of course .....  
 of his .....  
 of his own .....  
 of it .....  
 of its .....  
 of my .....  
 of other .....  
 of our .....  
 of some .....  
 of such .....  
 of that .....  
 of their .....  
 of these .....  
 of us .....  
 of what .....  
 of your .....  
 off and on .....  
 on his part .....  
 on its .....



on my own part .....

on my part .....

on one occasion .....

on or about .....

on or after .....

on or before .....

on our account .....

on the contrary .....

on the other hand .....

on the part of .....

on the subject .....

on the whole .....

on us .....

once in a while .....

once or twice .....

one of our .....

one of the .....

one or both .....

one or more .....

one or two .....

one side of the .....

or not .....

or otherwise .....

or our .....

or the .....

other than .....

ought to have .....

ought to have been .....

our own .....

out of .....

out of the way .....

over the .....

over their .....

owing a .....

owing the .....

owing you .....

## P.

Pacific ocean .....

part of a .....

part of the country .....

party of the first part .....

party of the second part .....

part of your .....

per annum .....

per cent .....

per minute .....

per month .....

perhaps not .....

personal estate .....

place of business .....

point of fact .....

postage stamp .....

postal card .....

Postmaster General .....

Presbyterian church .....

present time .....

President of the U. S. .....

pro rata .....

promissory note .....

putting a .....

putting the .....

putting your .....

## Q.

quarter section .....

question of the .....

questioned the .....

questions of the .....

quit-claim .....

quite as much .....

quite certain .....

quite likely .....

quite probable .....

quite sure .....

quite sure they are .....

quo warranto .....

## R.

railroad company .....

railroad station .....

railway company .....

rather than .....

real estate .....

real property .....

receipt of your .....

received your letter .....

recent date .....

re-cross examination .....

re-direct examination .....

remain there .....

representing him .....

representing you .....

respectfully yours .....

return mail .....

right and wrong .....

right or wrong .....

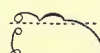
















river trade .....

Roman Catholic church .....







round about .....


























S.  
 said and done *f*  
 said or done *f*  
 St. James *L*  
 St. Louis *o*  
 St. Paul *o*  
 St. Peter *o*  
 sanction their *o*  
 Saturday after next *f*  
 Saturday afternoon *f*  
 Savior of the world *L*  
 season of the year *o*  
 Secretary of State *af*  
 Secretary of War *af*  
 seems to be *o*  
 seems to have *o*  
 seems to me *o*  
 send us *o*  
 set forth *f*  
 shall another *f*  
 shall have been *e*  
 shall have been there *f*  
 shall not *o*  
 shall not be *f*  
 shoe store *f*

short time *f*  
 shorter than *f*  
 show you *f*  
 since his *o*  
 since I have been *o*  
 since I have seen you *o*  
 since there is *o*  
 since they are *o*  
 six months *o*  
 six or eight *o*  
 six or seven *o*  
 slower than *o*  
 so as to *o*  
 so far as *f*  
 so far as you can *f*  
 so far as you know *f*  
 so far as you remember *f*  
 so that *f*  
 so to speak *o*  
 some of the *o*  
 some of those *o*  
 some one *o*  
 some time *o*  
 some way *o*  
 some years ago *o*

somehow or other   
 southeast quarter   
 Southern States   
 southwest quarter   
 state how many   
 state of facts   
 State of New York   
 State of Wisconsin   
 subject matter   
 such a   
 such another   
 such as   
 such as are   
 such as we have   
 such as were   
 such other   
 suppose you were 

T.

take away   
 take care of   
 take charge   
 take occasion   
 take part   
 take up 

take us   
 take your   
 take your own   
 tell him   
 tell how many   
 tell me   
 tell us   
 ten days   
 ten or fifteen or twenty <sup>15 20</sup>   
 ten times   
 ten thousand dollars   
 than a   
 than otherwise   
 than the   
 than there   
 thank the   
 thank you   
 thanking you   
 that a   
 that day   
 that has   
 that have   
 that he was   
 that I am   
 that I was 

that is all {  
 that is an {  
 that is the {  
 that is to say {  
 that it has not {  
 that that {  
 that the {  
 that the other {  
 that there is {  
 that therefore {  
 that they are {  
 that they will {  
 that was all {  
 that we shall {  
 that were {  
 that will {  
 that you {  
 that you have been {  
 that you must be {  
 that you were {  
 that you were not {  
 that you would be {  
 the complainant {  
 the conditions {  
 the contract {

the other day {  
 the other side {  
 the other side of the case {  
 their own {  
 then where did you go {  
 there are {  
 there have been {  
 there is no {  
 there may not have been {  
 there were {  
 there will be {  
 there would {  
 they are {  
 they are able to {  
 they are not {  
 they are therefore {  
 they did {  
 they had {  
 they have been there {  
 they have not {  
 they have not spoken {  
 they have spoken {  
 they were {  
 they were not {  
 they were there {



they will ...  
 they would be ...  
 think there is no ...  
 this afternoon ...  
 this case ...  
 this cause ...  
 this company ...  
 this is ...  
 this is a ...  
 this is the ...  
 this is their ...  
 this morning ...  
 this state ...  
 this subject ...  
 this time ...  
 those circumstances ...  
 those who can ...  
 three or four ...  
 to a ...  
 to a certain extent ...  
 to all ...  
 to all intents ...  
 to be used ...  
 to be found ...  
 to call ...

to call upon you ...  
 to come ...  
 to get ...  
 to give ...  
 to go ...  
 to have ...  
 to have a ...  
 to have the ...  
 to have been ...  
 to his ...  
 to him ...  
 to let ...  
 to make ...  
 to meet ...  
 to other ...  
 to our ...  
 to receive your ...  
 to sell ...  
 to send ...  
 to the ...  
 to the time ...  
 to their ...  
 to use ...  
 to what ...  
 to whom ...

today .....  
 together with .....  
 tomorrow .....  
 tonight .....  
 toward you .....

## U.

unable to .....  
 under date .....  
 under the circumstances .....  
 U. S. of America .....  
 U. S. Senate .....  
 U. S. Senator .....  
 unless a .....  
 unless the .....  
 unless there is .....  
 unless you .....  
 unless you know .....  
 until the .....  
 until there is .....  
 up and down .....  
 up to date .....  
 up to the time .....  
 upon such .....  
 upon the .....

## V.

very best .....  
 very certain .....  
 very great extent .....  
 very probable .....  
 very seldom .....  
 very soon after .....  
 very soon thereafter .....  
 very sure .....  
 very truly yours .....  
 very well .....  
 vice-president .....

## W.

was a .....  
 was another .....  
 was he .....  
 was he not .....  
 was he there .....  
 was not .....  
 was received .....  
 was said .....  
 was the .....  
 was there anything said .....  
 way of .....

we all .....  
 we are .....  
 we are not .....  
 we are very glad .....  
 we believe .....  
 we can .....  
 we can not .....  
 we can not see .....  
 we could .....  
 we could not .....  
 we did not see you .....  
 we do not know .....  
 we find .....  
 we had .....  
 we have .....  
 we may .....  
 we regret .....  
 we shall .....  
 we shall be glad .....  
 we trust .....  
 we will .....  
 we wish .....  
 we would .....  
 we would ask you .....  
 Wednesday afternoon .....

week after next .....  
 week or ten days .....  
 well done .....  
 well known .....  
 well-meaning .....  
 were a .....  
 were it not .....  
 were the .....  
 were you .....  
 were you able to .....  
 were you aware .....  
 what are you .....  
 what can .....  
 what can not .....  
 what did you .....  
 what do you .....  
 what I .....  
 what is known .....  
 what is your .....  
 what of it .....  
 what of that .....  
 what of the .....  
 what part of the .....  
 what sort of a .....  
 what were you .....

what will .....<sup>6</sup>what would .....<sup>3</sup>what would a .....<sup>3</sup>what would be .....<sup>3</sup>what would you .....<sup>3</sup>when he would be there .....<sup>ε</sup>when I .....<sup>ε</sup>when is your .....<sup>ε</sup>when such a .....<sup>ε</sup>when this .....<sup>ε</sup>when we .....<sup>ε</sup>when will .....<sup>ε</sup>when would .....<sup>ε</sup>when would you .....<sup>ε</sup>when you .....<sup>ε</sup>when you have .....<sup>ε</sup>where did you go .....<sup>ε</sup>where do you live .....<sup>ε</sup>where do you reside .....<sup>ε</sup>where the .....<sup>ε</sup>where there has been .....<sup>ε</sup>where they are .....<sup>ε</sup>where was .....<sup>ε</sup>where was a .....<sup>ε</sup>where was the .....<sup>ε</sup>where was your .....<sup>ε</sup>where we .....<sup>ε</sup>where were they .....<sup>ε</sup>where were you .....<sup>ε</sup>where will .....<sup>ε</sup>whether or not .....<sup>ε</sup>which are .....<sup>ε</sup>which have been .....<sup>ε</sup>which one .....<sup>ε</sup>which was .....<sup>ε</sup>which were .....<sup>ε</sup>which will .....<sup>ε</sup>which would be .....<sup>ε</sup>which you have .....<sup>ε</sup>while the .....<sup>ε</sup>while there is .....<sup>ε</sup>why the .....<sup>ε</sup>who are .....<sup>ε</sup>who has been .....<sup>ε</sup>who said .....<sup>ε</sup>who were .....<sup>ε</sup>who will .....<sup>ε</sup>will be .....<sup>ε</sup>will be sent you .....<sup>ε</sup>will have .....<sup>ε</sup>

will the .....  
 will you be there .....  
 wish you would .....  
 with all the .....  
 with each .....  
 with their .....  
 with reference .....  
 with relation .....  
 with respect .....  
 with us .....  
 with what .....  
 with which .....  
 with whom .....  
 without doubt .....  
 without that .....  
 without us .....  
 without your .....  
 witness stand .....  
 workmanlike manner .....  
 worse than .....  
 would have been .....  
 would not be .....  
 would say .....  
 would we .....  
 would you not .....

Y.

year after year .....  
 year and a half .....  
 year or two .....  
 years and years .....  
 years of age .....  
 years old .....  
 yes or no .....  
 yes, sir .....  
 you and I .....  
 you are not .....  
 you are the .....  
 you can .....  
 you had .....  
 you have not .....  
 you should .....  
 you should not .....  
 you should not be .....  
 you will .....  
 you would .....  
 you would have .....  
 you would not be .....  
 your favor of the .....  
 your own .....  
 yours of the .....



## BUSINESS LETTERS.

The reading exercises which follow are designed to train the student in the reading of unvocalized shorthand. In the early pages a few vowels are written, while in the later pages only unusual words are vocalized. In reading the student should keep in mind the sense of the sentence, as a word which standing alone would be difficult to read without vowels is often easily read in connection with other words.

Each letter should be studied until it can be read without hesitation. It should then be written in shorthand, care being taken to have all the outlines correct. To get the best results each letter should be written many times, at first slowly, and then with increasing speed as the outlines become familiar.

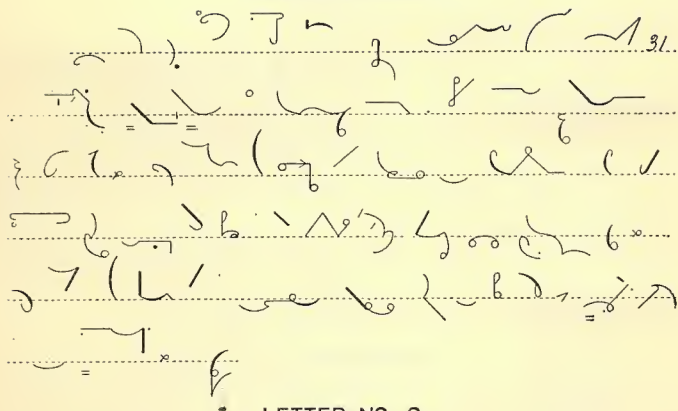
The short parallel lines indicating capitalization may be omitted in writing names and addresses at the beginning of business letters. In practice the stenographer may safely omit these marks in writing all proper names with whose outlines he is familiar.

In taking dictation it is best to write all unfamiliar proper names, or names with peculiar spelling, in longhand. For this purpose small letters are more rapid and safer than capitals. After the stenographer becomes familiar with a name he should write it in shorthand.

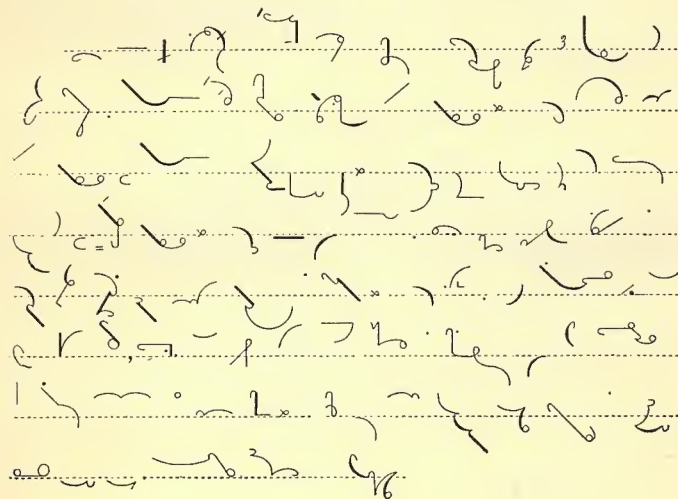
A convenient method of insuring accuracy in the names and addresses of business letters in actual correspondence is for the dictator to place on each letter a number, the stenographer placing a corresponding number at the beginning of the letter in his notebook. The original letters are then turned over to the stenographer and the addresses are taken direct from the letters. This method not only saves the time of the dictator, but diminishes the danger of error in this important part of the letter.

In writing familiar matter vowels may be omitted. Unfamiliar words, however, should have one or more vowels inserted. The ability to write vowels rapidly and accurately is of great value to even the most advanced writers.

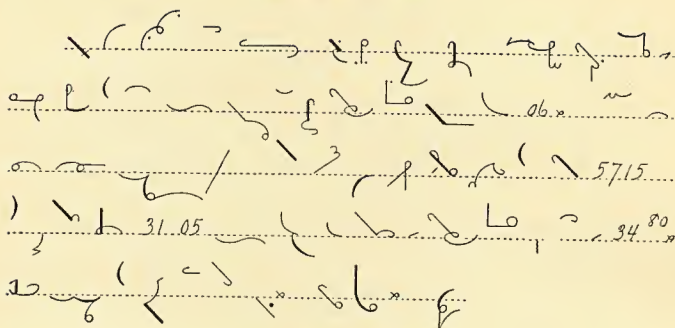
LETTER NO. 1.



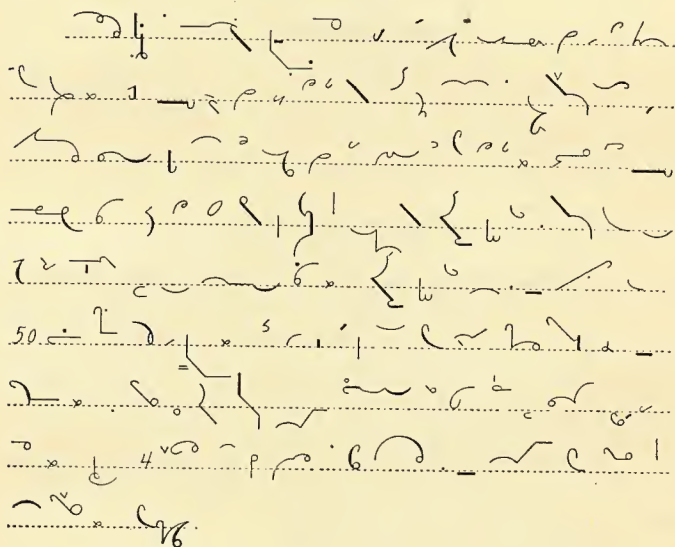
LETTER NO. 2.



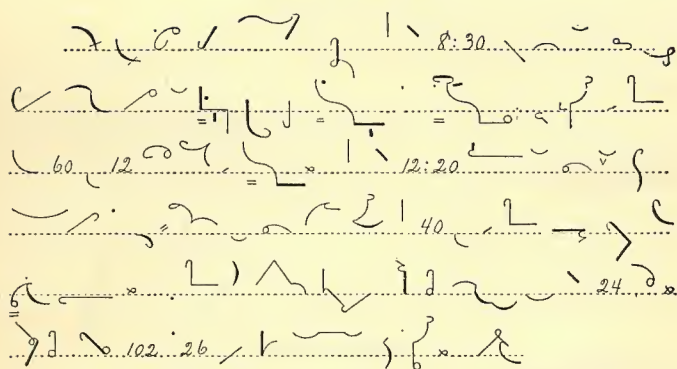
## LETTER NO. 3.



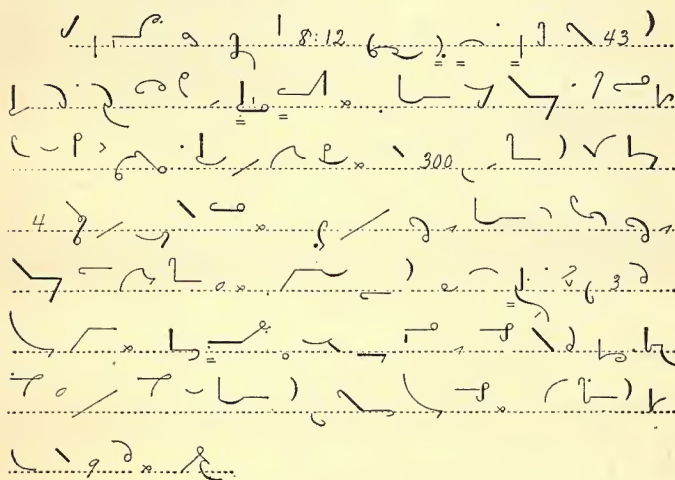
## LETTER NO. 4.



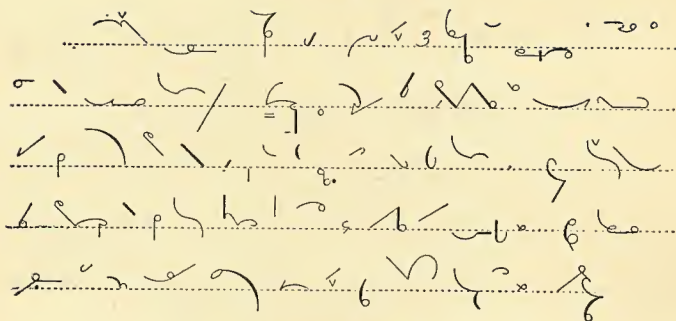
LETTER NO. 5.



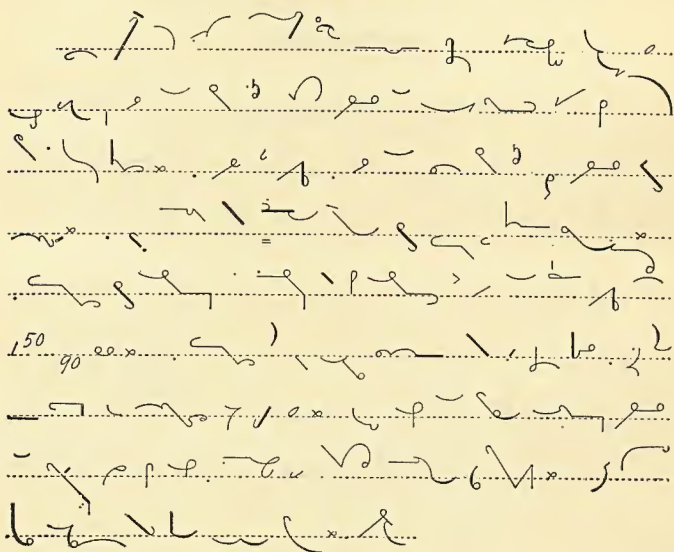
LETTER NO. 6.



## LETTER NO. 7.

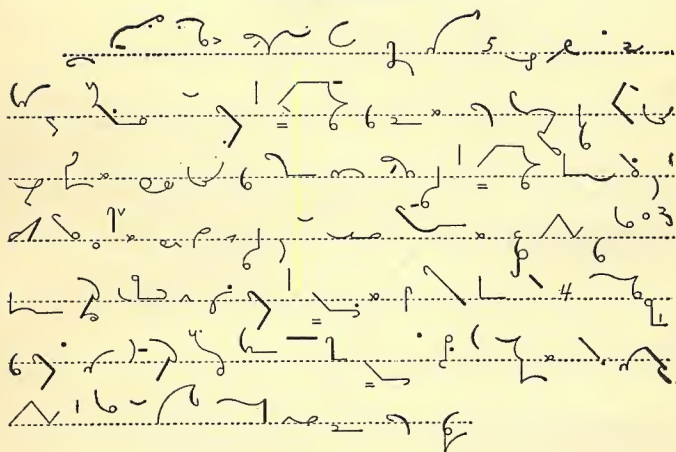


## LETTER NO. 8.

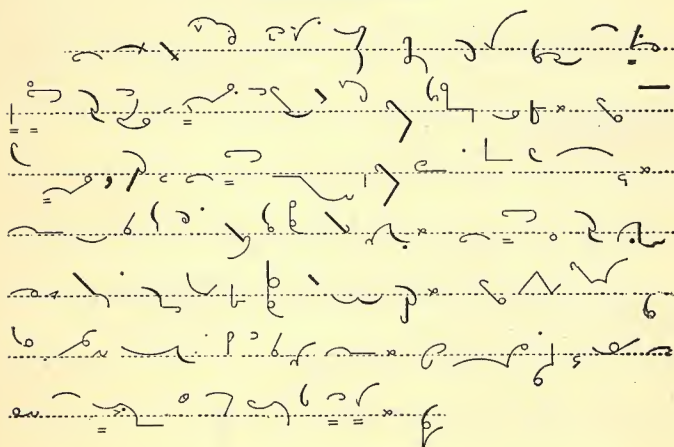




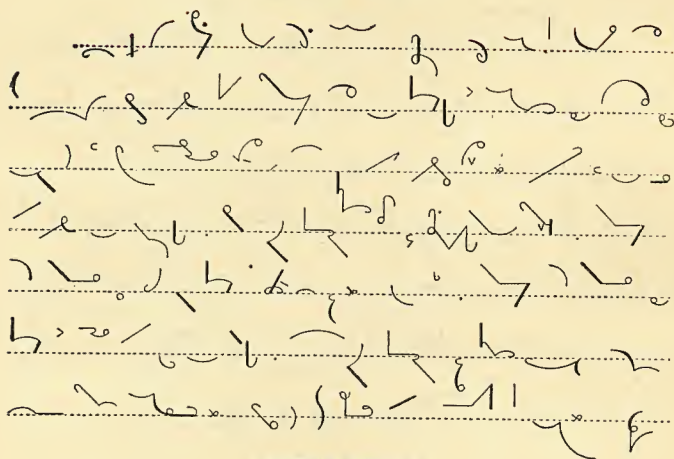
LETTER NO. 9.



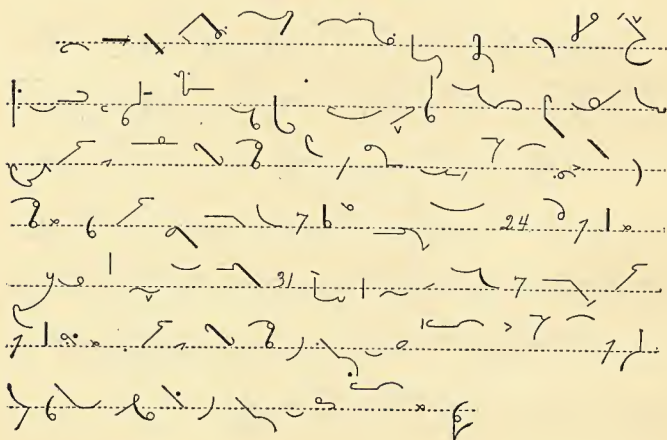
LETTER NO. 10.



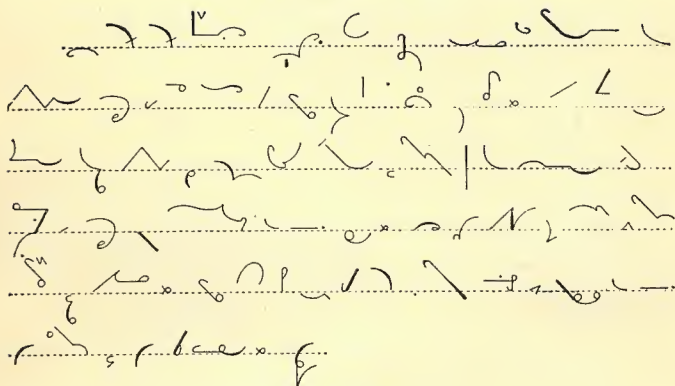
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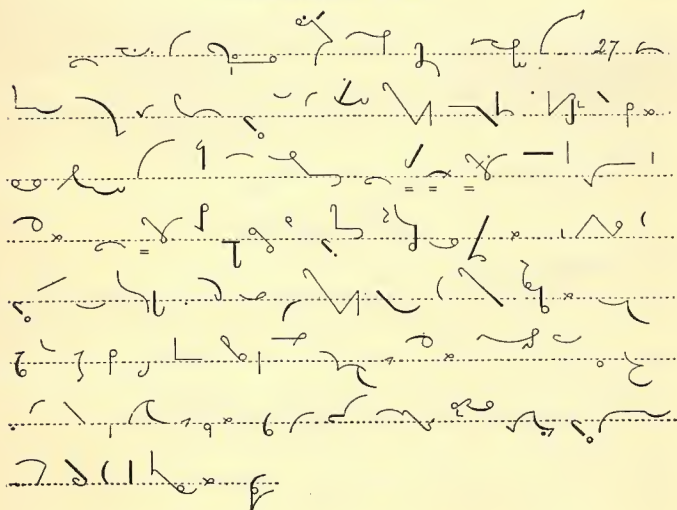
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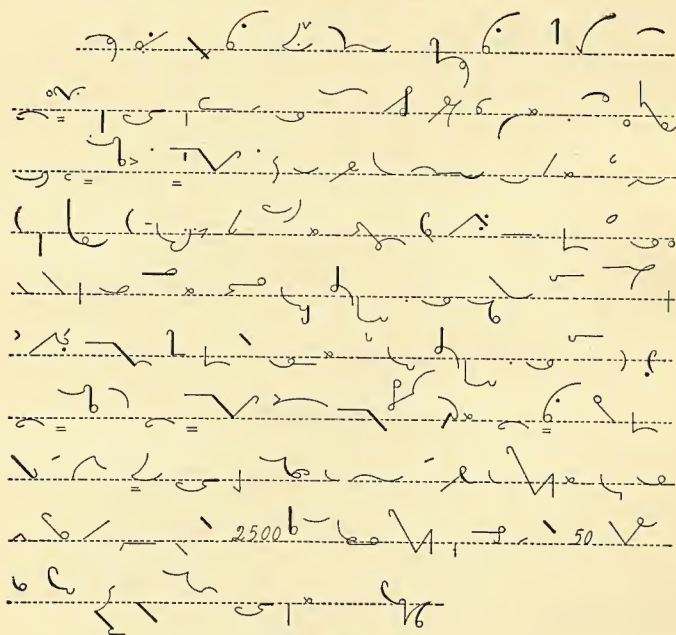
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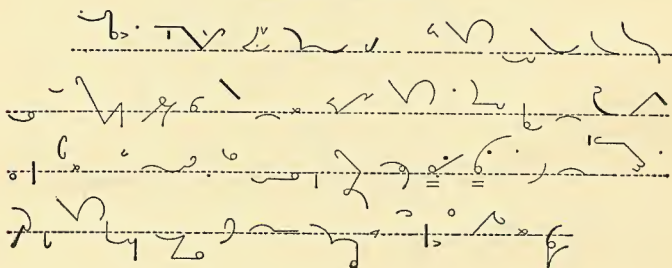
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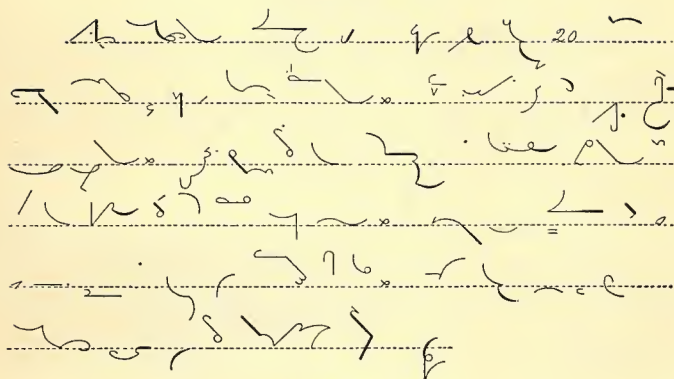
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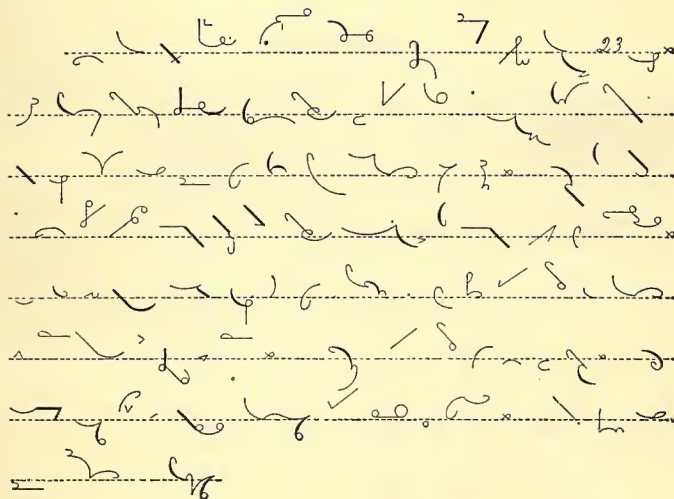
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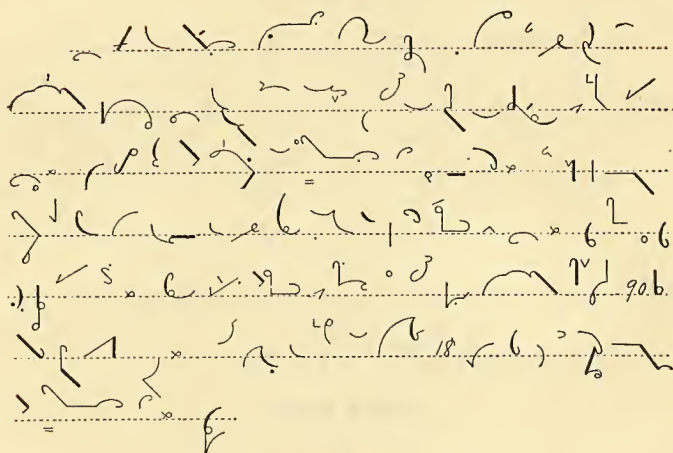


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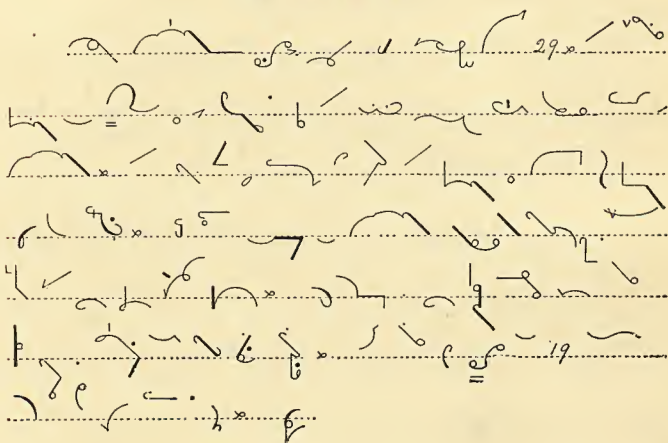




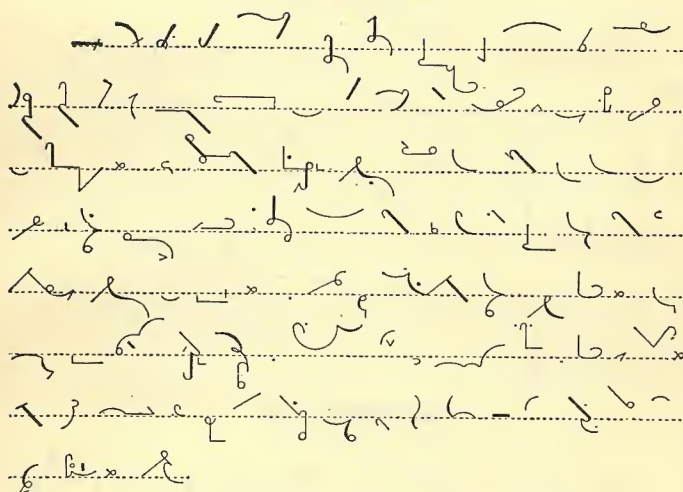
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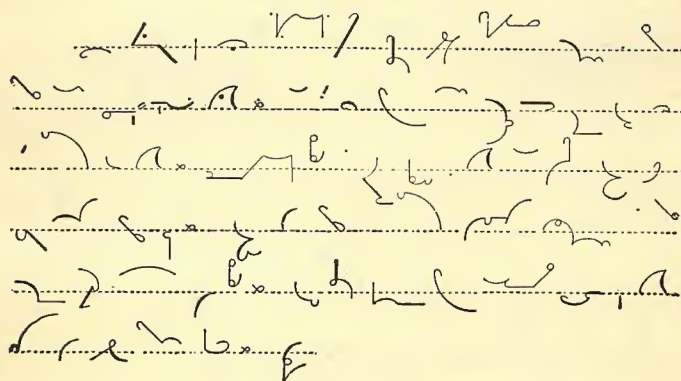
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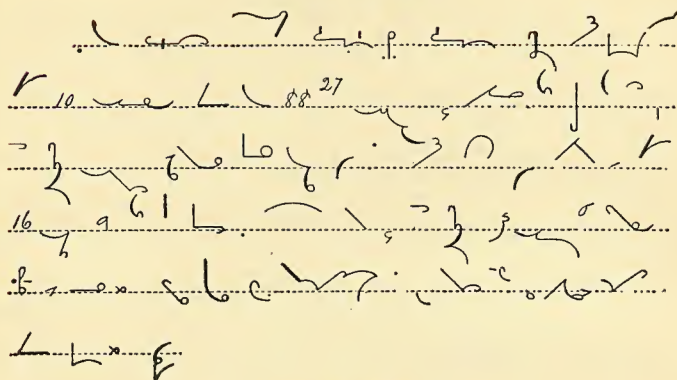
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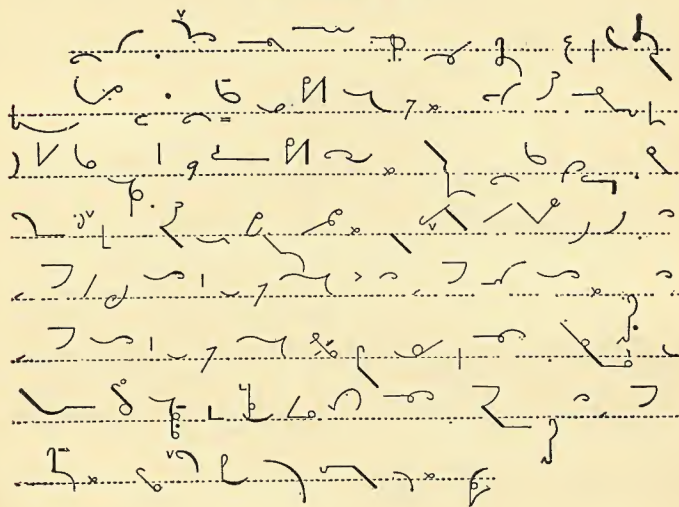
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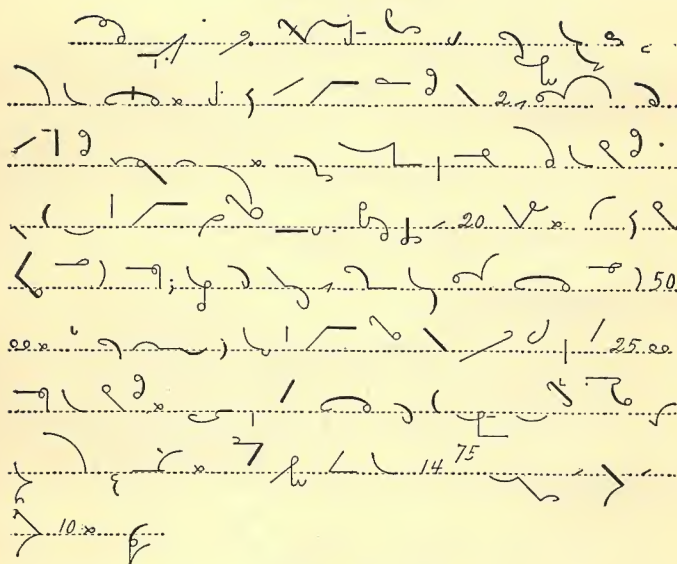
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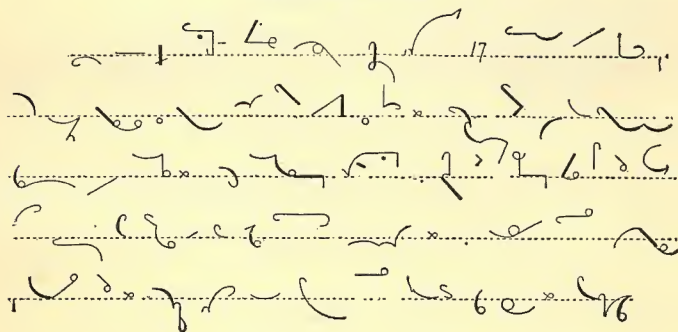
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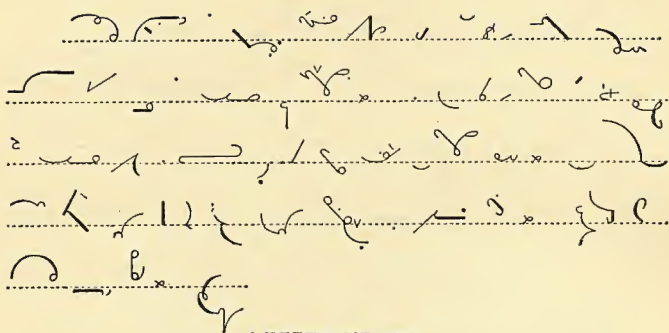
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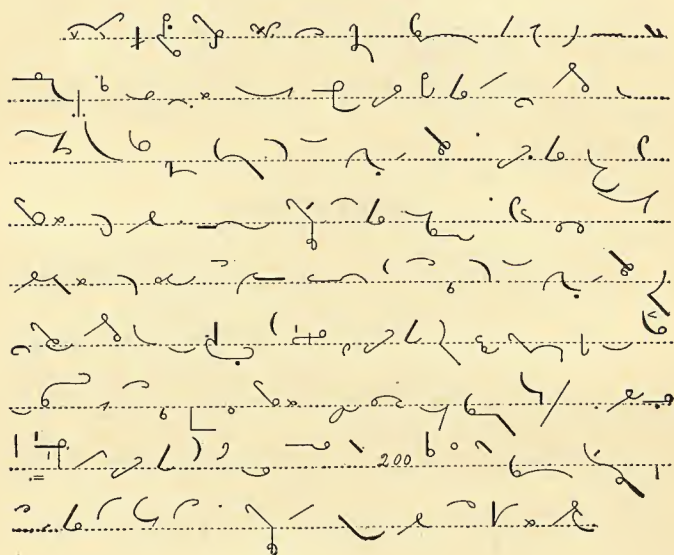
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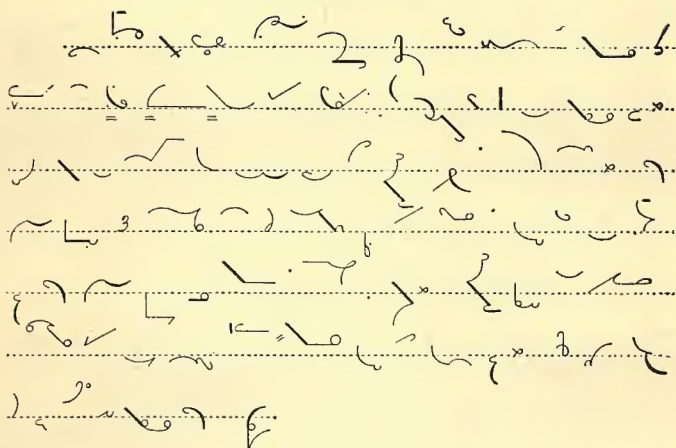


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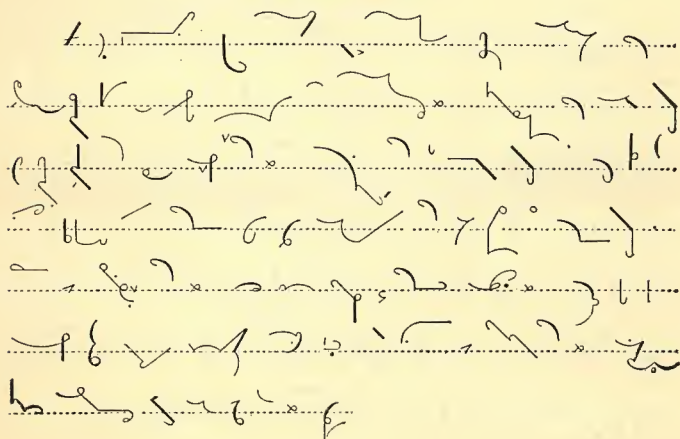




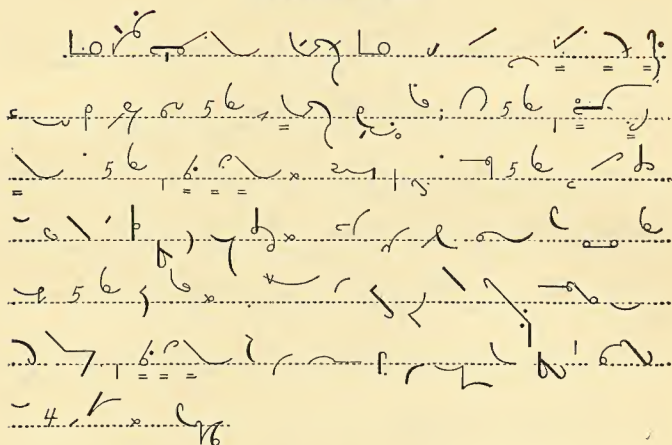
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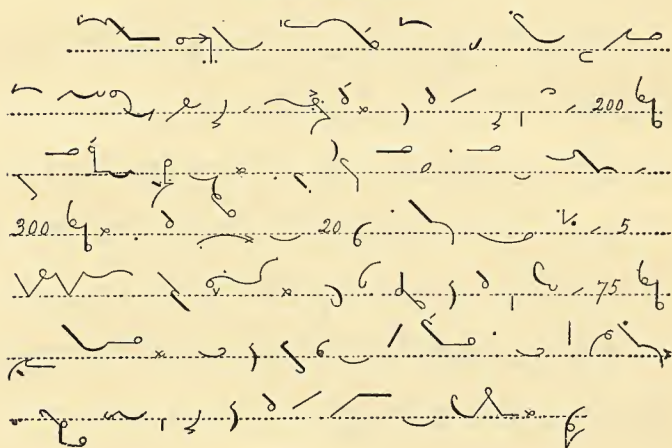
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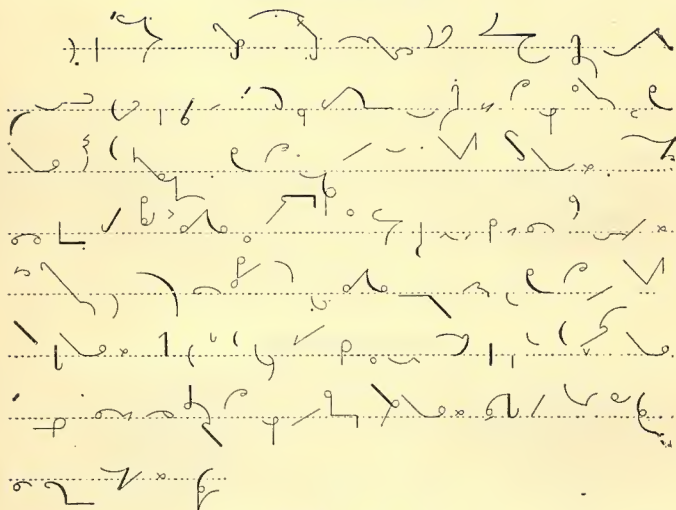
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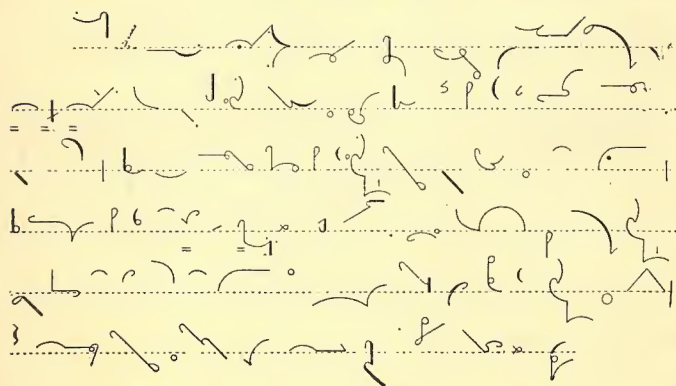
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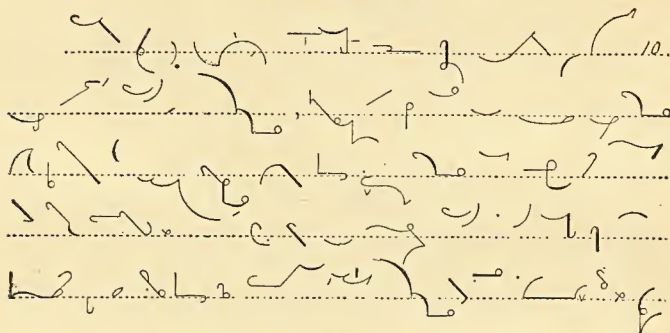
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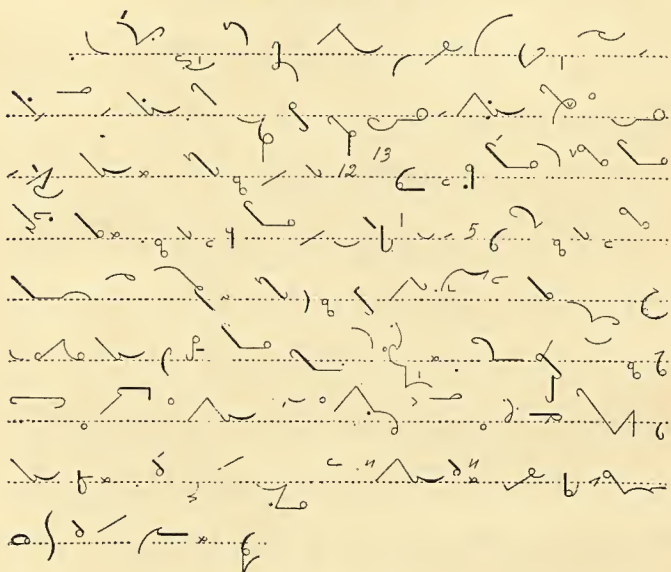
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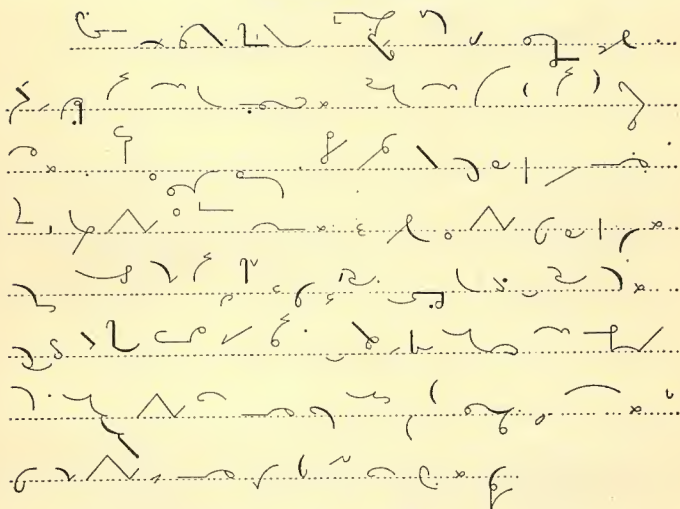
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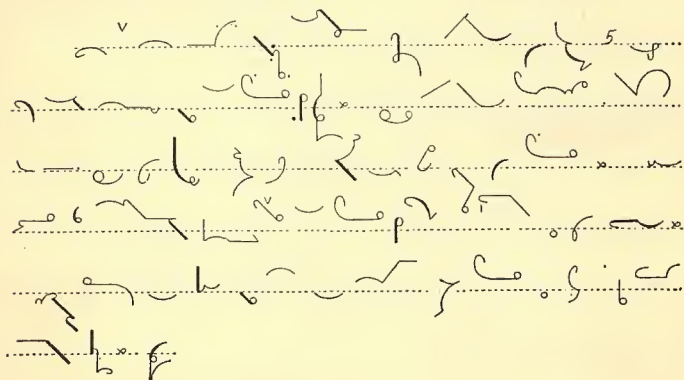
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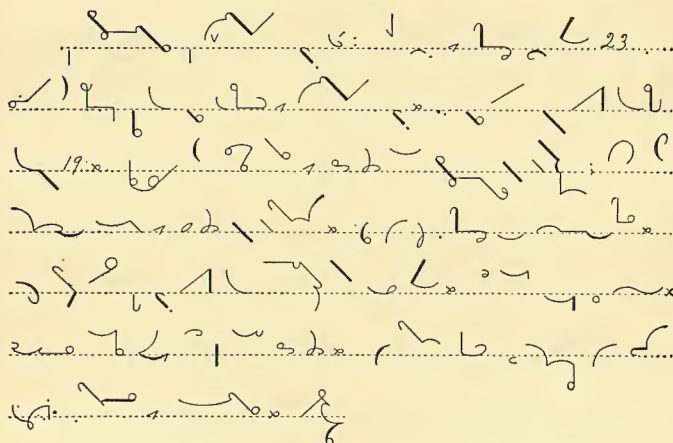


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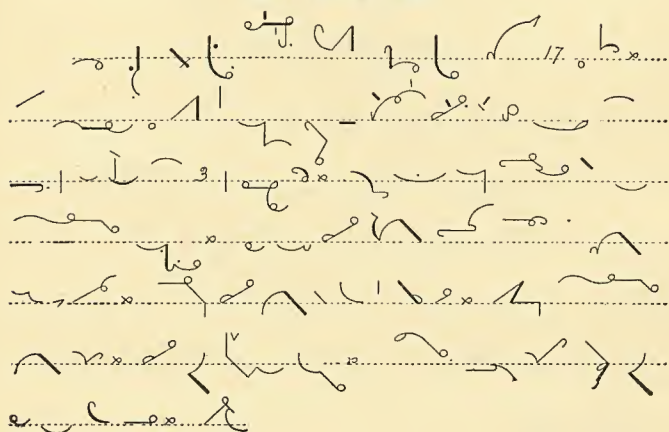




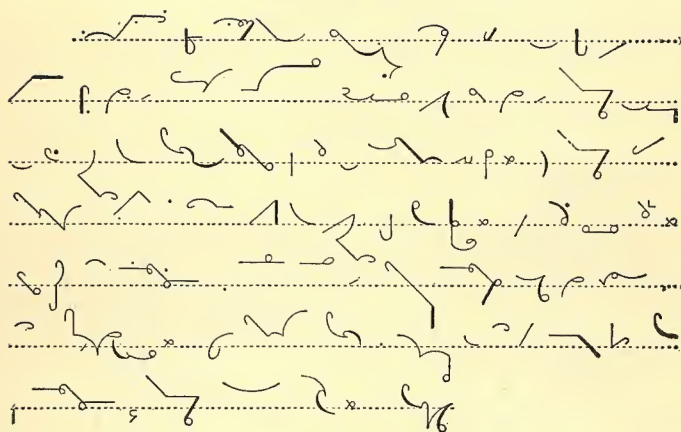
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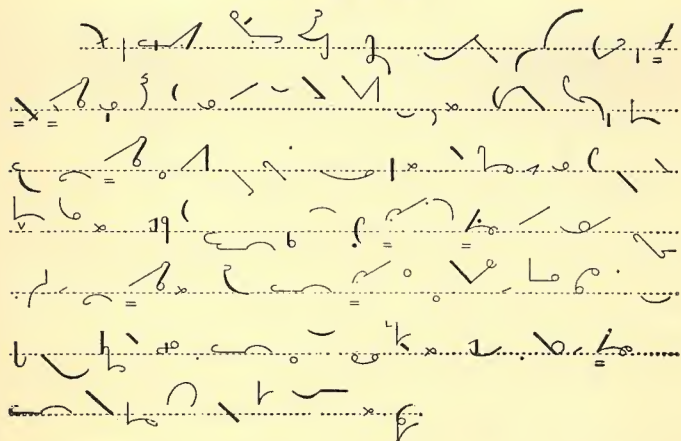
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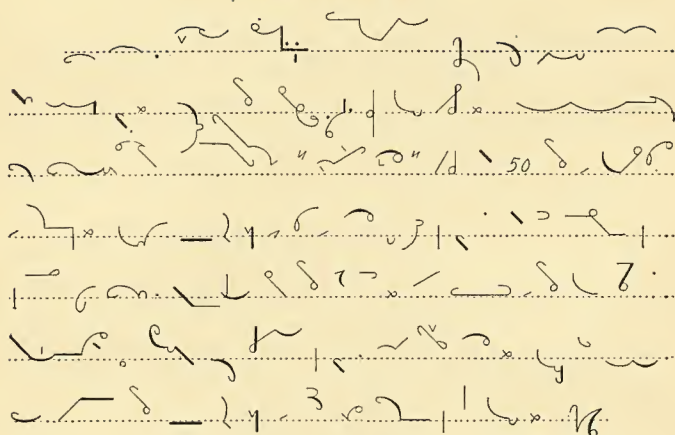
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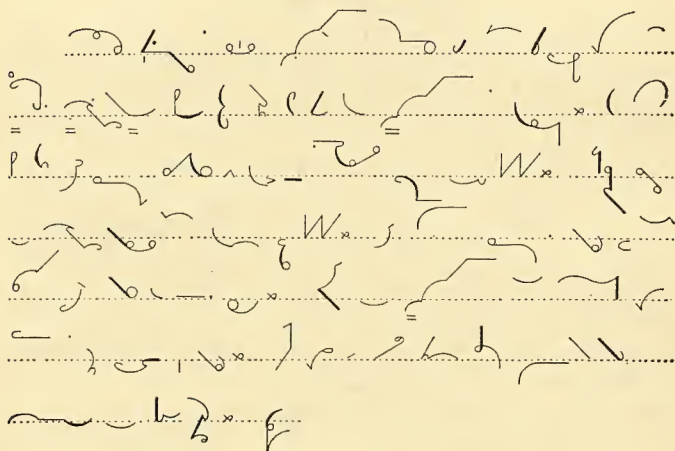
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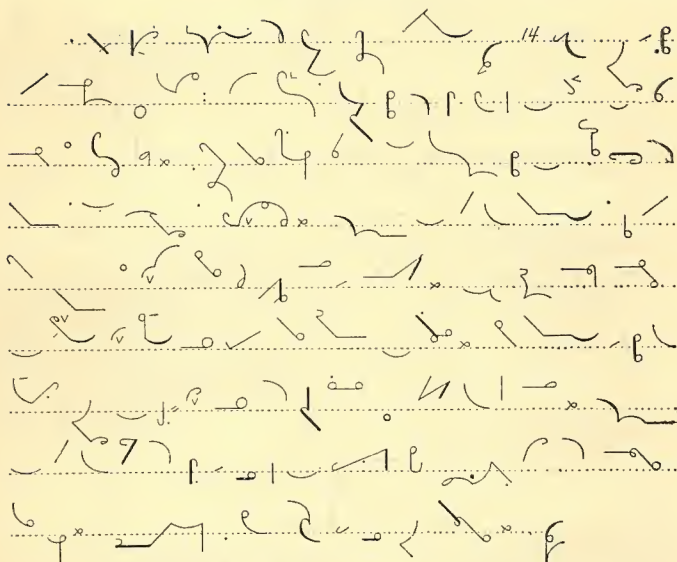
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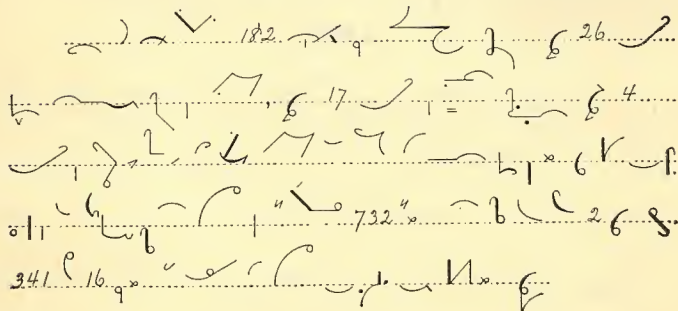
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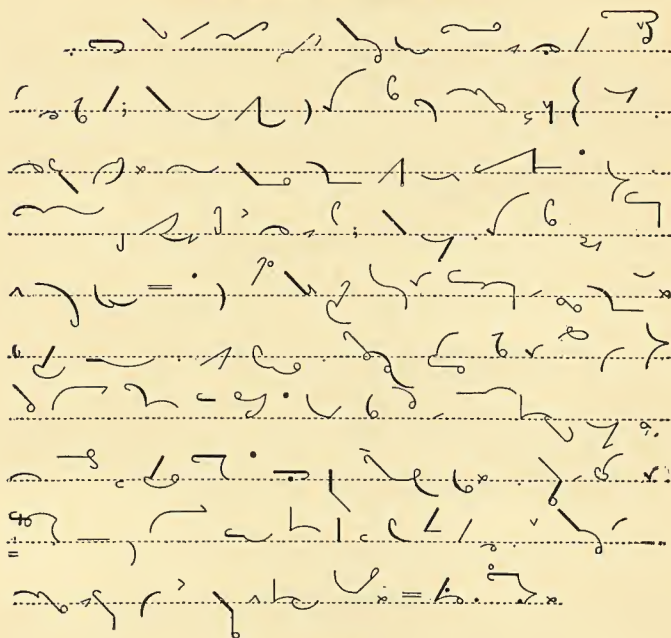
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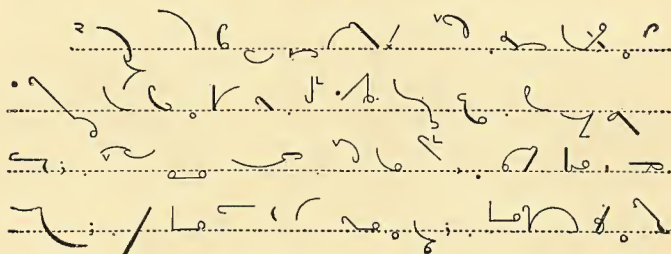
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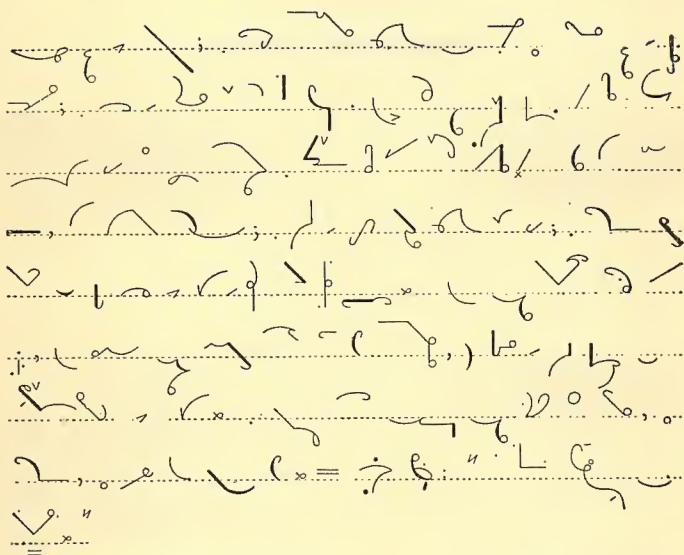
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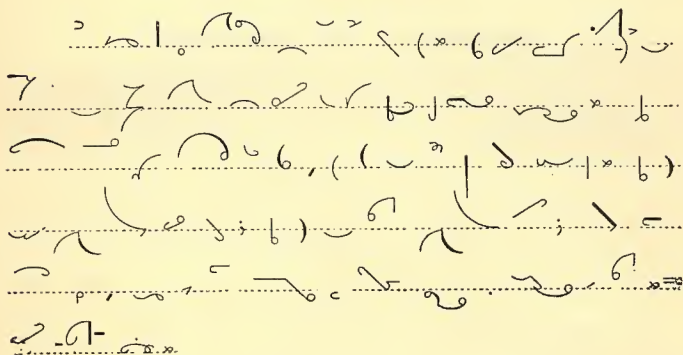
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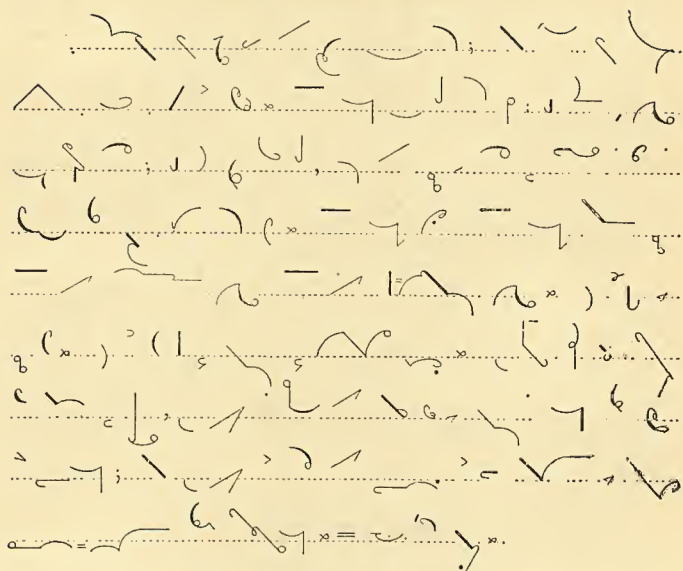




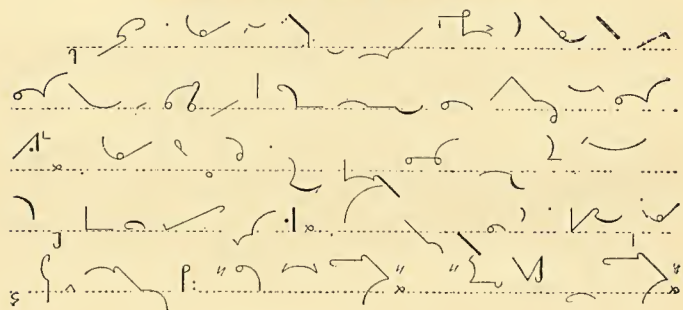
TRUE GREATNESS.

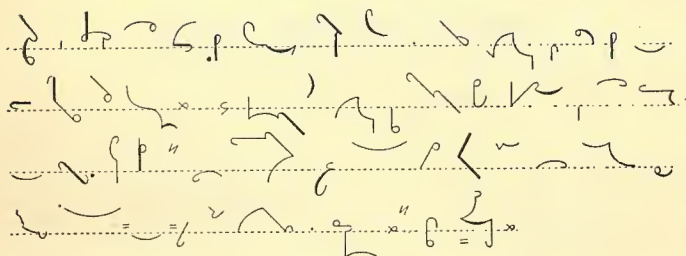


THE COMMON PEOPLE.

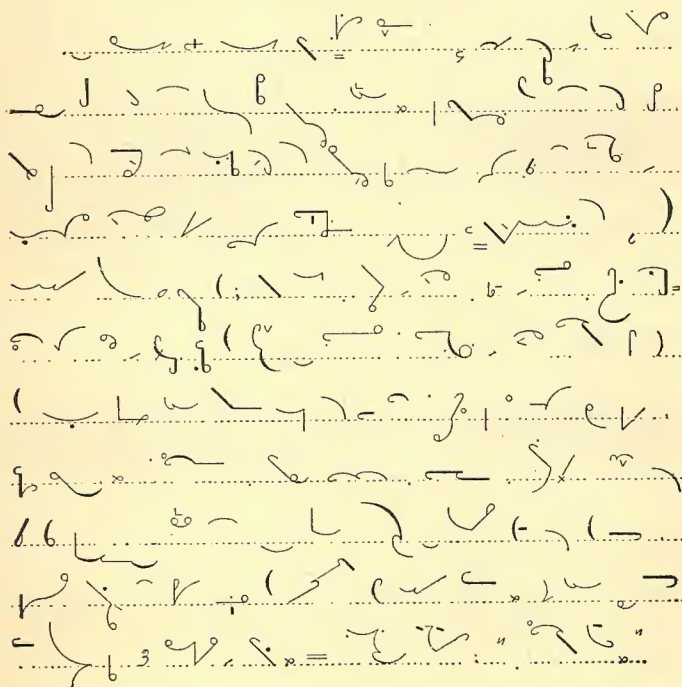


ANECDOTE OF THE REVOLUTION.

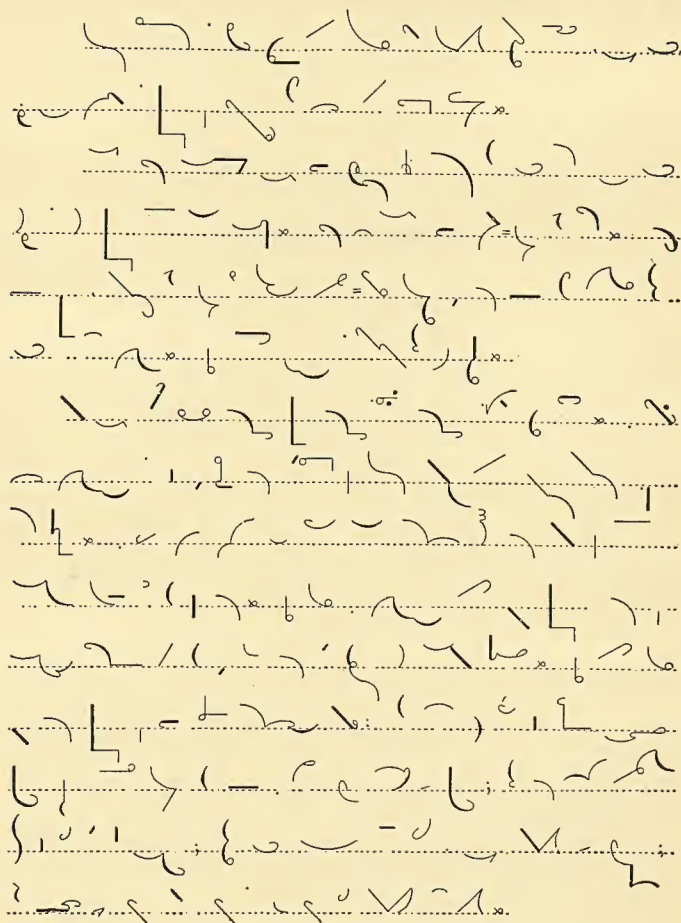




AN ANCIENT FOUNTAIN.



## LINCOLN'S GETTYSBURG ADDRESS.



## VERBATIM REPORTING.

The desire to become proficient enough to report speeches, lectures, and court testimony is a laudable one for any stenographer. An amanuensis may be able to write letters, or matter pertaining to his particular line of business, at a high rate of speed, and yet be unable to make an accurate report of a slowly delivered speech or sermon. This is in many cases owing to the fact that the vocabulary used by the speaker is materially different from the one to which the stenographer is accustomed.

The student who wishes to become a verbatim reporter should first make himself thoroughly familiar with the principles of his system, with the word-signs and "words distinguished," and with the rules for phrasing. No one who has laid a poor foundation can hope to succeed in making himself a competent reporter. He should strive in every way possible to increase his available shorthand vocabulary. He should also make himself familiar with the meaning of new words, and increase his fund of general information as much as possible.

A good method of practice to gain speed on general matter is for the student to select an article of two or three hundred words, write it in shorthand as accurately as possible, and look up the meaning of every unfamiliar word. He should then have it read to him from ten to twenty-five times, or until the mind and hand work in such harmony that it can be written with ease and in good shorthand at a speed of at least 125 words a minute. By continuing this kind of practice for a few weeks the student will find his speed on new matter much increased, and he will soon be able to write 140 words a minute on practiced matter. The gain from 140 to 150 words a minute will be slow and will require patient and persistent practice. When a stenographer can write correctly from 125 to 150 words a minute on general matter he should lose no opportunity



to take notes on lectures, speeches, and sermons. If he can not get it all he should not be discouraged, but should strive to write as many complete sentences as possible, instead of leaving many sentences incomplete. Parenthetic clauses may sometimes be omitted without impairing the sense. In actual work the reporter must get the idea, even though occasional clauses are omitted.

In addition to taking notes of speeches and lectures, one who desires to become a reporter should write from a good reader a large amount of general matter, covering historical, scientific, political and other subjects. When he reaches the point where his pen glides over the paper without conscious mental effort to think how the shorthand outlines are to be made, he will be near the point of success. A speed of 150 words a minute on general matter is a good beginning speed for entering on actual reporting. With this speed he will succeed in taking the majority of public speeches, and practice will enable him to get rapidly uttered ones.

Many who are striving for speed overlook the fact that legibility and the ability to read everything written is even more essential than speed. A large part, if not all, of the matter written for practice should afterward be read from the notes. If the notes prove unreadable it indicates that the work has been written at a rate of speed beyond the ability of the writer. In practice work where he is writing from a reader he should so regulate the speed that he can make all notes legibly. It is a mistake to write always at the highest possible speed. One should have a large amount of practice at a rate of speed that permits the making of accurate shorthand outlines.

The requirements for court reporting are not materially different from those for general reporting. A good preliminary training is work in a law office. Here the stenographer becomes familiar with the vocabulary of the law, and is occasionally called on to take depositions, or to attend the trial of cases in court. Nearly all courts now have their official reporters, and there is little opportunity for the young reporter to assist the regular reporter and receive pay for his work. He will generally be forced to get his practice in court reporting by attending court and practicing without compensation.

## LETTERS

### LETTER No. 1

Mr. R. C. Marsh,  
Canton, Ohio.

Dear Sir: Answering your letter of March 31st: The Coöperative Book Company has for many years kept a satisfactory account with this bank and we think well of them. We are informed that their securities are first-class in every respect, and their general character so far as indicated by their statements and by the reports of commercial agencies seems to fully confirm this. We have knowledge that they are doing a large and increasing business, especially in the States west of the Missouri river and in Canada.

Yours truly,

---

### LETTER No. 2

Mr. K. D. Ellsworth,  
Norwood, Mass.

Dear Sir: We are in receipt of yours of the 3d advising us that you have purchased the Bank of Commerce at your place and soliciting our business. We have always handled our business with your bank and shall be glad to continue to do so.

We wish to ask if you can not see your way clear to favor us with your Boston business. We would give to your account the same treatment you receive elsewhere and we believe that such an arrangement would be mutually beneficial and profitable. We allow the usual bankers' rate on full daily balances, credit on receipt all cash items, and transfer to your other correspondents at par from time to time as you may direct.

Trusting to hear from you favorably on this proposition, and wishing you success in your new enterprise, we remain

Very truly yours,

---

### LETTER No. 3

B. L. Leslie, County Collector,  
Bedford City, Virginia.

Dear Sir: I am in receipt of your printed notice of the 6th stating that my name appears on the delinquent personal tax book for 1906. Have you not made some mistake in this matter? By referring to your receipt

stubs you will find that No. 5715 was issued by you December 31, 1905, in my favor for the payment of personal taxes to the amount of \$34.80. I do not know of anything else that I should be called upon to pay. Please advise.

Yours truly,

---

LETTER No. 4

Messrs. Davidson & Kimball,  
Topeka, Kansas.

Gentlemen: I herewith enclose you a list of land which you may offer for sale. I do not give you a complete list of all the lands I have, but I shall see you from time to time and if you have a buyer on hand who requires something different from what is on this list, I will let you know what other lands I have. Of course I can not give you exclusive sale of these lands, as they are subject to withdrawal at any time, but I shall be glad to have you find a buyer for any of them and I will coöperate with you in making sale.

I shall be glad to have you find me a good renter for the 50-acre tract west of Topeka. I would let him have it on very moderate terms, provided he is a good worker. The place is especially adapted to market gardening and is well stocked with small fruits of all kinds. It is only four miles from the city limits and there is always a good market for all products at high prices.

Very truly yours,

---

LETTER No. 5

W. V. Wells, General Manager.

Dear Sir: At about 8:30 P. M. on the 2d instant there were heavy rains on the Dakota Division between Fargo and Grand Forks with a washout of track for 60 feet 12 miles north of Fargo. At about 12:20 o'clock on the same night there was another rain and wind-storm in the same locality, washing out 40 feet of track together with the bridge over Silver Creek. The track was repaired temporarily, and we had trains moving in about 24 hours. Passenger trains Nos. 102 and 26 were delayed on account of these washouts.

Respectfully,

---

LETTER No. 6

John T. Collins, Superintendent.

Dear Sir: At 8:12 this morning C. M. & T. train No. 43 was derailed one and one-half miles south of Douglas, Colorado. The tank, engine, baggage and chair cars turned over on the side and the sleepers and diner

were left standing. About 300 feet of track was badly damaged and four passengers were injured by glass. Either the rear wheels of the tank or the forward wheels of the baggage car left the track first. The wrecking crew was sent from Denver and arrived within three hours after the wreck. Conductor Garrison is unable to give the cause of the accident, but says it may have been a defective axle, as the rear axle on the tank was found broken after the accident. All traffic was delayed for about nine hours

Respectfully,

---

LETTER No. 7

The Empire Insurance Co.,  
New York City.

Gentlemen: Will you write \$3,000 on the schoolhouse and contents as described by the enclosed form? Elmwood is one of our largest suburbs and is under the protection of our city water supply, but owing to the fact that the streets are not paved they have formed a village fire company, which is supplemented by the city fire department at times when the roads are in good condition. As this is a first-class risk I will await your answer as to whether I may write this policy for that amount.

Respectfully yours,

---

LETTER No. 8

Mr. George R. Randall, Manager,  
Hartford, Conn.

Dear Sir: I am in receipt of your favor of the 1st instant relative to the rates on special hazards and also risks not under the protection of our city water supply and fire department. The reason I have reduced the rates on some special hazards is that the risks have been improved. The building occupied by Wagner & Co. has been equipped with automatic sprinklers. The equipment has been inspected and accepted by the State Inspector and the rate on stock reduced from \$1.50 to 90 cents. The equipment was put in place some time ago, but owing to some defects the assured was not given credit for the improvements until June 1st. If you insist on placing unprotected risks on the prohibited list it will necessitate the cancellation of all policies covering this property. I should like your advice on this matter before doing anything further.

Respectfully,



## LETTER No. 9

Mr. Lawrence Matthews,  
Sterling, Illinois.

Dear Sir: Your letter of the 5th instant received, and we note that you will complete the ice-breaks on the bridge at Rock Falls this week. We are very much pleased to have this job finished in such a short time. As soon as you finish this work you may store your tools at Rock Falls, taking pains to see that the storage place is dry. Send a list of the tools to us on the enclosed blank. When this is done, report to this office, as we want to make arrangements for the construction of a steel bridge at Pekin. It will probably take about four months to construct this bridge, and you will so arrange your affairs that you can go direct to Pekin and stay away that length of time.

Hoping you will be able to report at the office not later than Monday of next week, we are

Yours truly,

---

## LETTER No. 10

Mr. H. B. Meyers,  
Mount Holly, New Jersey.

Dear Sir: We have a letter this morning from James T. Carter, one of the county commissioners of Morris county, complaining about the iron bridge that you constructed in this district. Please go over to Morris and arrange with Mr. Carter to accompany you to the bridge in question and talk over the matter with him. Make any changes that he wants, and be sure that he is satisfied before you leave. Mr. Carter is one of the leading members of the board, and we can not afford to have him dissatisfied about anything we have done. Please report promptly to this office the result of your interview and state what changes you will make. We will have materials and tools with the necessary men sent you from Newark, as it is much nearer than Mount Holly.

Yours truly,



## INDEX

### A

**A** in phrases, 33, 36, 42, 43, 45, 130  
**AFTER** in phrases, 79  
**ALL** in phrases, 89  
**AN** in phrases, 33, 36, 42, 43, 45, 73  
**AND** in phrases, 33, 36, 42, 43, 45, 73, 130  
**ANOTHER** in phrases, 79  
**ARE** in phrases, 89, 134  
**As** in phrases, 37, 42, 45, 54  
**AT LAST** and **AT LEAST** distinguished, 134  
**AWAY**, breve-w for, 30

### B

**BEEN** in phrases, 106, 133  
**-BLE** and **-BLY**, 114  
**-BLENESS**, 114  
**Brief consonants**, 29  
**Breve-w** for **way** and **away**, 30  
**Breve word-signs**, 33  
     used only in phrases, 36  
**Breve-y** used as a vowel, 30  
**Breves** for **w**, **y**, and **h**, 29  
     joined initially to stems, 40, 42, 43  
     joined medially and finally to stems, 45, 46  
     losing position when joined initially to stems, 42, 43  
     names of, 29  
     phrasing of, 36, 37, 38  
     retaining position when joined initially to stems, 40  
     semicircular, enlarging of, 34  
     two, joined initially to stems, 43

### C

**Capital letters**, 6  
**CH** and upward **R**, how distinguished, 12  
**Circle** for **s**, 15  
     how to make, 15  
     large, 49  
     large, vowels within, 49  
**Circles** within final hooks, 72, 76  
     within initial hooks, 88, 96  
**Circles** and loops after **n-hook**, 72  
     in phrasing, 54, 55  
**COG-**, 110  
**Colloquial contractions**, 120  
**COMPANY** in phrases, 130  
**COM-**, **CON-**, 109  
     implied by **breve**, 109  
     omitted, 109  
     represented by proximity, 109  
**COM**, **CON**, **CUM**, and **cog**, medially, 109  
**Concurrent vowels**, 11, 14, 84  
**Consonants**, joining of stems, 18, 19  
     omission of, 128, 129, 130  
     position of stems representing, 8  
     represented by **breves**, 29  
     represented by stems, 5, 7, 9, 11, 12  
**Contractions**, colloquial, 120  
**COULD**, not used after stems in phrases, 135  
**Curl**, final, for **-ING**, 105, 106  
     for **N**, 105  
     for **-ISHUN**, 106  
     initial, for **IN-**, **EN-**, **UN-**, 105  
**Curls** in phrasing, 106  
**CUSTOMER**, 62

## D

- Diagrams of all hooks, 99
- Dip in phrases, 135
- Diphthongs, 13
  - between stems, 19
  - intervening, 92, 93, 94
  - joined to stems, 14
  - joined initially to downward L, 61
- Disjoined outlines, 143
- Dollars and cents, 102
- Dot for com- and con-, 109
  - for H, 119
  - for -ING, 118
- Double-lengths, 78, 79
  - in phrasing, 79
  - s-circle after, 79
  - position of, 78

## E

- ELSE and LESS distinguished, 134
- Enlarging semicircular breves, 34
- EVER as suffix, 116
- EXTENT in phrases, 130

## F

- F- or v-hook, 71
  - circle within, 72
  - curl within, 106
  - in phrasing, 73
- FAR in phrases, 135
- Figures, 101, 102
  - in phrases, 102
- Final and initial curls, 105, 106
- Final hooks, large, 75, 76
  - small, 71, 72, 73
- FIRST in phrases, 50
- First position, variability of, 27
- FOR- as prefix, 111
- FORE- as prefix, 110
- FORM as suffix, 116
- Fourth position, 16
  - breves not written in, 46
  - half-lengths not written in, 26

- Fourth position—horizontal stems
  - not written in, 16
- FULNESS as suffix, 114

## H

- H represented by dot, 119
- H-breve, 29
  - before upward and downward L, 61
- Half-lengths in phrasing, 26
  - large hooks after, 76
  - not written in fourth position, 26
  - position of, 25
  - rules governing use of, 25, 26
  - s-circle after hooks on, 72
  - small hooks after, 72
- HAS in phrases, 37, 42, 45, 54
- HAVE in phrases, 33, 36, 37, 45, 73, 133
- HE in phrases, 37, 42, 43, 45
- Heavy vowels, 6, 7
- HIM in phrases, 45
- HIS in phrases, 37, 40, 45, 54
- HOLE, 61
- Hooks, diagrams of, 99
  - large final, 75, 76
  - large initial, 87, 96, 97
  - large initial, 87, 96, 97
  - modification of shape of, 72
  - omitted from outlines, 129
  - small final, 71, 72, 73
  - small final, used medially, 71
  - small initial, 87, 88, 89
  - two, joining of, 88
- Hour in phrases, 135
- How in phrases, 33, 37, 40

## I

- I in phrases, 34, 35, 37, 42, 45
- IL-, 111
- IM-, 111
- Imperfect vowel expression, 11, 13
- Imperfectly vocalized outlines, 140
- IN in phrases, 106
- IN RECEIPT, IN RESPONSE, etc., 89

IN- as prefix, 111  
 Initial and final curls, 105, 106  
 Initial hooks, small, 87, 88, 89  
   large, 87, 96, 97  
 Initial wh, 30  
 Initials, 119, 120  
 -ING implied by breve, 118, 119  
   represented by curl, 105, 106  
   represented by dot, 118  
 -INGS, 119  
 -INGLY, 88  
 Intervening vowels and diphthongs, 92, 93, 94  
 IR-, 111  
 Is in phrases, 37, 40, 45, 54  
 Ishun-curl, 106  
 IT in phrases, 26, 55  
 IT IS or ITS in phrases, 26, 55  
 -IVENESS, 114

## J

Joining consonant stems, 18, 19  
   diphthongs to stems, 14, 61  
   two hooks, 88  
   vowels to stems, 148

## K

K after NG omitted, 128  
 KNEW, 22

## L

L, final stem in outline, 61, 62, 63  
   first stem in outline, 19, 57, 58  
   followed by T or D, 26  
   medially in outline, 65, 66, 67  
   with initial circle or loop, 67  
 L-hook, 87, 88, 89  
   circle within, 88  
   in phrasing, 89  
 Large circle, 49  
   vowels within, 49  
 Large final hooks, 75, 76  
   circles after, 76  
 Large loop, 50, 52  
   in phrasing, 55  
 LAST and LEAST distinguished, 134

LATELY and LITTLE distinguished, 134  
 Length of stems, 5  
 LESS and ELSE distinguished, 134  
 -LESSNESS, 114  
 Letters, capital, 6  
 Light vowels, 10  
 LITTLE and LATELY distinguished, 134  
 Loop, large, 50  
   small, 49  
 Loops after n-hook, 72  
   between stems, 52  
   in phrases, 55

## M

M after T omitted, 128  
 MAGNA-, MAGNE-, MAGNI-, 110  
 -MENTALITY and MENTAL-LY as suffixes, 113  
 Modifications of s-circle, 49, 50, 51, 52  
 MR. in phrases, 136

## N

N-curl, initial, for IN-, EN-, or TN-, 105  
   final, 105  
 N-hook, 71  
   circles and loops after, 72  
   in phrasing, 73  
 Names of breves, 29  
 NEW, 22, 135  
 NOT in phrases, 73  
 NOW, 22

## O

OCEAN in phrases, 76  
 OF in phrases, 34, 36, 37, 42, 45, 73, 130, 133  
 -OLOGY, 114  
 Omission of consonants, 128, 129, 130  
   hooks, 129  
   syllables or words in phrases, 129, 130, 136

- ONE** in phrases, 73, 97  
**OR** in phrases, 89, 102, 135  
**OTHER** in phrases 76, 79, 133, 134  
**OUR** in phrases, 89,  
 Outlines changed in phrases, 107, 136  
     imperfectly vocalized, 110, 140  
     position of, 8, 18, 25, 78  
**OWE** in phrases, 37, 45  
**OWES**, 34  
**OWN** in phrases, 73, 106
- P**
- P** after **M** omitted, 128  
**PART** in phrases, 135  
 Past tense of regular verbs, 122, 123, 124, 125  
     of verb word-signs, 125, 126  
 Phonetic spelling, 7  
 Phrases, list of, 192—215  
     position of, 20, 27, 36, 40, 42, 43  
     syllables and words omitted from, 130, 136  
 Phrasing, breve word-signs used only in, 36  
     breves joined to breves, 36, 37, 38  
     circies and loops in, 54, 55  
     double-lengths in, 79  
     half-lengths in, 26  
     hooks, 73, 76, 89, 96, 97  
     miscellaneous rules for, 133, 134, 135, 136  
     outlines changed in, 136  
 Plural vowels, 146, 147  
 Position determined by accented vowel, 11  
     words out of, 100, 101  
 Position, fourth, 15  
     breves not written in, 46  
     half-lengths not written in, 26  
     horizontal stems not written in, 16
- Position of double-lengths, 78  
     half-lengths, 25  
     outlines consisting of one stem, 8  
     outlines consisting of two or more stems, 18  
 Position of phrases  
     stems joined to stems, 20  
     first position horizontals, 27  
     breves joined to breves, 36  
     breves retaining position, 40  
     breves losing position, 42  
     two breves joined to stem, 43  
     vowels, 7  
 Prefixes, 109, 110, 111  
 Proper names, 6  
 Proximity, **com-** and **con-** implied by, 109, 110  
 Punctuation marks, 16
- R**
- R**, final stem in outline, 61, 62, 63  
     first stem in outline, 12, 19, 57, 58  
**R**, followed by **T** or **D**, 26  
     medially in outline, 65, 66, 67  
     with initial circle or loop, 66, 67  
**R** and **CH**, how distinguished, 12  
**R-hook**, 87, 88, 89  
     circle or loop preceding, 88  
     in phrases, 89  
 Regular verbs, past tense, 122, 123, 124, 125  
**REMEMBER** in phrases, 130
- S**
- S**, half-length, written upward, 142  
**S-circle**, 15  
     after double-lengths, 79  
     after hooks on half-lengths, 72, 76  
     after loops or large circles, 50  
     after **n-hook**, 72  
     between stems, 21  
     modifications of, 49, 50, 52  
     preceding small initial hooks, 88



**S-Circle**, within f- or v-hook, 72  
     within l-hook, 88  
     within r-hook on curved stems, 88  
**SAID** and **STATED** distinguished, 52  
**SAINT** in phrases, 135  
**-SCRIBE**, 130  
**SELF** represented by s-circle, 110  
**-SELF** as suffix, 115  
**-SELVES**, 115  
**Semicircular** breves, enlarging of, 34  
**SESSION** in phrases, 130  
**SH**, first stem in outline, 58, 59  
     final stem in outline, 61, 62, 63  
     medial stem in outline, 66  
**SHIP** as suffix, 115  
**Should**, not used after stems in phrases, 135  
**Shun**-hook, 75  
     after s, in syllable "sition", 106  
     after y-breve, 106  
     used medially, 75  
**SIZE**, **SEIZE**, 84  
**Small** final hooks, 71, 72, 73  
     initial hooks, 87, 88, 89  
     loops, 38, 49  
**SOEVER**, 116  
**SOLEMN**, 67  
**Special** vocalization, 92, 93, 94  
**St-loop**, 49, 50  
**STAIRS** in phrases, 55  
**STATE** in phrases, 136  
**STATED** and **SAID** distinguished, 52  
**Stems**, breves joined initially to, 40, 42, 43,  
     breves joined medially or finally to, 45, 46  
     consonants represented by, 5, 7, 9, 11, 12  
     diphthongs joined to, 14  
     half-length, not written in fourth position, 26

**Stems**, horizontal, not written in fourth position, 16  
     joining of, 18, 19  
     length of, 5  
     loops between, 52  
     vowels between, 52  
     vowels joined to, 148  
     written upward and downward, 12, 19, 57, 58, 59, 61, 62, 63, 65, 66, 67  
**STORE** in phrases, 55  
**Str-loop**, 50  
**Suffixes**, 113, 114, 115  
**Syllables** and words omitted from phrases, 130, 136

T

**T** after **S** omitted, 128  
**Ter-hook**, 75  
     used medially, 75  
     used medially, 75  
**THAN** in phrases, 73, 106  
**THAT** in phrases, 26  
**THE** in phrases, 26, 37, 42, 45, 55  
**THE OTHER** in phrases, 134  
**THEIR** in phrases, 55, 76, 79, 133  
**THEREFORE** in phrases, 136  
**THEY ARE** in phrases, 55, 76, 79  
**-TIAL-LY** omitted, 129  
**TIME** in phrases, 97  
**To, too**, in phrases, 16, 26, 41, 42  
     indicated by fourth position, 16  
**TO YOU, TO YOUR**, 27  
**-TY**, words ending with, 83

U

**-UATION**, 106  
**UN-**, 111  
**Us** in phrases, 133

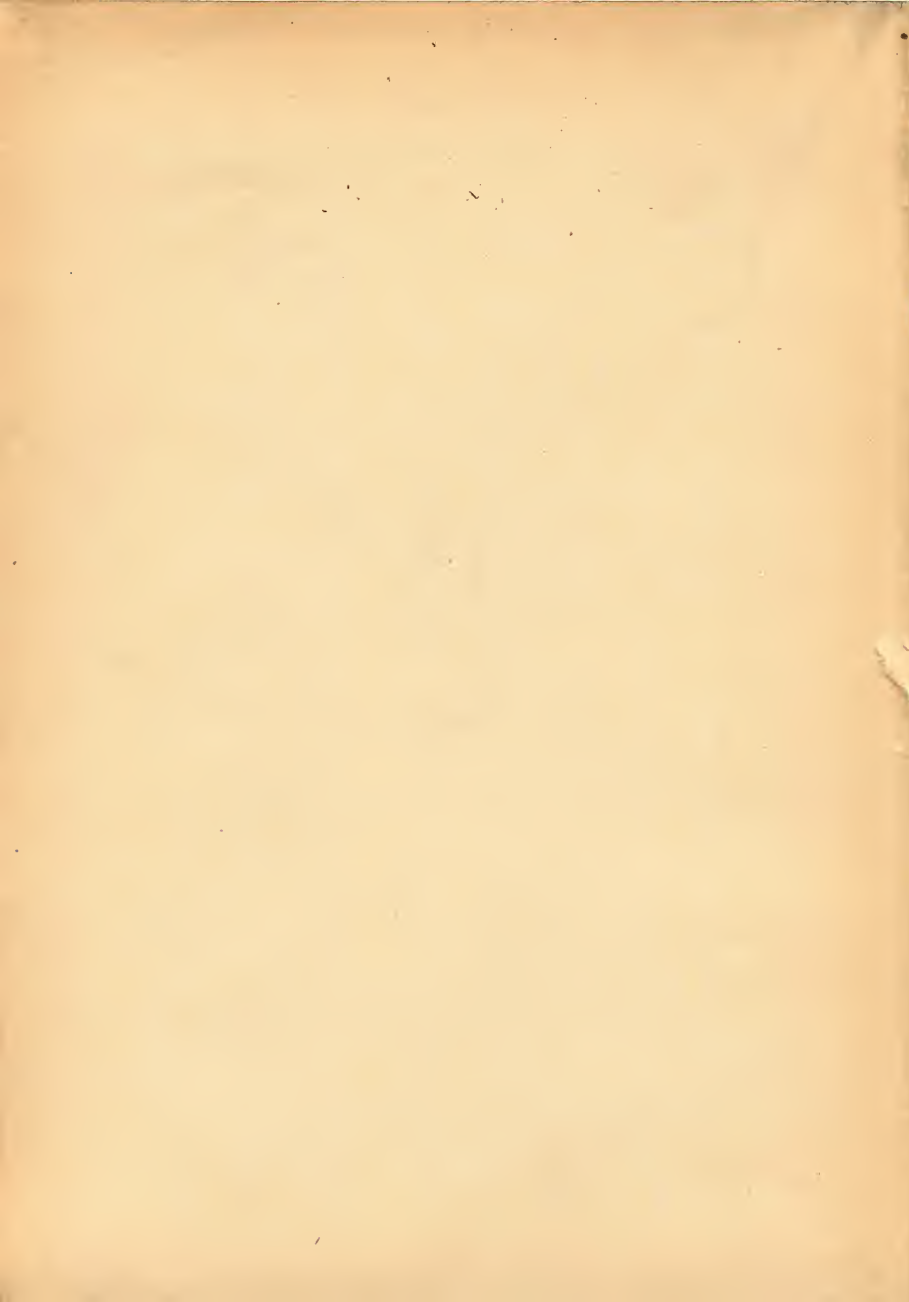
V

**V- or f-hook**, 71  
     circle within, 72  
     curl within, 106  
     in phrasing, 73



- Variability of first position, 27  
 Verb word-signs, forming past tense of, 125, 126  
 Verbs, regular, forming past tense of, 122, 123, 124, 125  
 Vocalization, imperfect, 11, 13, 140  
 Vowel expression, imperfect, 11, 13  
 Vowel modified by sound of *r*, 13  
     *u* represented by breve-*y*, 30  
 Vowels between stems, 19  
     concurrent, 11, 14, 84  
     dash, 6, 7, 10  
     heavy, 7  
     how represented, 6  
     indicated by form of outline, 82, 83, 84  
     intervening, 92, 93, 94  
     joined to stems, 148  
     light, 10  
     plural, 146, 147  
     reading, method of, 6  
     with upward stems, 12  
     within large circles, 49
- W
- W-breve, 29  
 W-followed by *t* or *d*, 30  
 W-hook, 96, 97  
     in phrasing, 97  
     on upward *L*, 96  
 WAS in phrases, 97  
 WAY breve-*w* for, 30  
 WE in phrases, 29, 42, 43, 45, 97  
 WE CAN, 43  
 WE WOULD, 43  
 WELL in phrases, 134  
 WERE in phrases, 134  
 WH- occurring initially, 30  
 WHAT in phrases 34, 36, 37, 40, 45, 46, 97
- WHEN in phrases, 34, 36, 37, 38, 40, 45, 97  
 WHO in phrases, 36, 38, 40, 45  
 WHO, WHOM, 34  
 WHOLE, 61  
 WHOSE, 34  
 WILL in phrases, 89, 97  
 WITH- as prefix, 110  
 -WITH as suffix, 115  
 WITH in phrases, 34, 36, 38, 40, 45  
 WITHOUT in phrases, 34, 36, 37, 40, 45  
 Word outlines changed in phrases, 136  
 Word-signs defined, 15  
     and their derivatives, list of, 150-164  
     represented by both breves and stems, 33  
 Words and syllables omitted from phrases, 130, 136  
 Words distinguished, list of 165-191  
     out of position 100, 101  
     with peculiar outlines, 139-140, 142, 143, 144  
 WORTHY as suffix, 116  
 WOULD in phrases, 34, 36, 38, 40, 45
- Y
- Y-breve, 29  
     used to represent vowel *u*, 30  
     written backward, 46  
 Y-hook, 96  
     in phrasing, 96  
     YOU and YOUR in phrases, 33, 34, 36, 37, 38, 42, 45, 46, 96  
 YOU WOULD, 34  
 YOURE, 33





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